SOCIAL NETWORKING POLICY

Welfare Requirements Links:
Safeguarding

Social networking sites such as Facebook, Twitter, and Instagram etc are proving to be ever popular and are being used by a vast majority of people. Social networking sites can provide a great way for people to maintain contact with their friends. However through the open nature of such sites, it is also possible for third parties (including our parents and carers) to access this information.

Staff, students and volunteers need to be aware of the impact that their personal use upon these sites, can have upon their professional position within Kirsty's Little Treasures.

Staff, students and volunteers should not update such sites during their working hours, as this can promote and lead to unprofessional actions.

Under no circumstances should staff, students and volunteers upload photos or videos that contain any of the children within our care.

Photos that you wish to upload whilst on the nursery premises need to be checked by a member of the management team before any uploading takes place.

Staff, students and volunteers are advised that it is inappropriate to discuss any aspect of their involvement relating to their position at Kirsty's Little Treasures upon social networking sites.

Staff, students and volunteers should think about who can view their social networking profiles before updating as certain material may be damaging or of detriment to their respect and relationships that they have with staff, parents, carers and children within the setting.

Staff are discouraged from becoming 'friends' with parents and carers upon social networking sites.

If any member of staff, a student or a volunteer has any concerns or believes that something has been displayed upon social networking sites that they feel uncomfortable about, this must be discussed with the manager.

Staff should remember that if used correctly social media can be of huge benefit to the setting; however if used inappropriately can have great negative impacts upon the setting as a whole.

"Before you click enter upon a comment that you may have wrote, think about its content and who it may involve and if you have any doubt do not click enter" *Kirsty Toolan 2013*

Malicious comments, bullying or inappropriate comments upon social networking sites will not be tolerated and if experienced disciplinary action will be taken.

Devised January 2014