

Social Media and Networking Policy

Statement of Intent

Use of the public internet by Nursery staff is permitted and encouraged where such is suitable for business purposes and supports the goals and objectives of Little Paws Nursery on nursery equipment only.

Procedure

Little Paws nursery has 2 facebook accounts- one advertisement and one private parents account where parents can see copies of newsletters, policies, reminders and photos. All parents are asked to sign their permission for their child's photograph to be used on both the parents page, advertising page and website. No child's photo will be used without their parent's permission.

Parents whose children leave the nursery either to go to school or to a different provision will be removed from the parents page to keep it private to those who are currently using our service.

Little Paws Nursery is aware that staff use Social Networking Sites such as 'Facebook' as a way of communication **in their personal time out of work**. When staff engage in this means of communication they must abide by all nursery policies and procedures, remembering confidentiality and professionalism at all times.

Whilst using a social networking or similar communication mechanism, staff must remember that whatever is posted becomes public. Therefore no information concerning Little Paws Nursery, its business, staff or families are to be posted on Social Networking Sites or similar forms of communication. Staff will be held personally responsible if they contravene this rule. Anything posted on line whether in working hours or not can and will be used as grounds for disciplinary action.

When using any Social Media or Network Site the following are to be adhered to at all times:

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of Little Paws Nursery
2. Information published on your blog(s) must comply with Little Paws nursery's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
3. be respectful to Little Paws Nursery, other employees, families and competitors.
4. It is not seen as good practice to have current children, parents or families as 'friends' on any social network site.
5. Social networking activities will not take place during working hours
6. Your online presence may reflect Little Paws Nursery. Be aware that your actions captured via images, posts and comments can reflect that of Little Paws Nursery. Employees should use common sense about what they post.

7. Images taken in or out of work of you and any child or parent or family that currently uses Little Paws Nursery are not to be displayed under any circumstances on any social media or network site.
8. In all cases, do not publish any information regarding a child, parent or family
9. Respect copyright laws and reference or cite sources appropriately, plagiarism applies online as well.

Signed:.....Manager/Owner

Dated: September 2016

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