



# Social networking – Policy



It is likely that many staff/ parents belong to a social networking site (eg. Facebook, X, Instagram, WhatsApp, Snapchat). Nursery policy states that:

- Access to social network sites is not permitted at nursery, unless staff are on their lunch break.
- Children's photos may be used on the nursery social media sites only if the parent/carer has previously given consent on the registration form. The manager/deputy will be responsible for checking photo consent on each child before they are put on the internet.
- Children's faces may be blurred out or covered to protect their identity.
- No names will be used on social media sites.

## **Staff:**

- Staff do not name the nursery they work for.
- Staff remain professional and do not discuss nursery business
- Staff do not name or discuss any information regarding other staff members, children or parents associated with the setting past or present
- Staff do not request or accept the invitation to befriend nursery parents/carers at any time
- Staff must ensure that privacy settings are set to private and that content is appropriate, including photos and language used
- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles

## **Parents:**

- Parents are strongly requested not to invite staff members to be friends via a social network
- Parents are strongly requested not to discuss nursery business on any network site. All issues or concerns must be discussed with the nursery staff or committee.
- Parents are strongly requested not to place photos from a nursery event of any kind onto a social network site.

## **Nursery Social Media sites:**

The Orchard nursery has a Facebook and Instagram pages available. This is a communication tool for the setting. We will use it to:

- Promote certain events such as parent consultations, trips, social events & visitors.
- Update parents on staff training & development



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- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events
- Advertise nursery spaces.

The nursery managers (including deputy) are the page administrators and will update the page on a regular basis.

The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that:

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to [theorchardnursery@plymouthcast.com](mailto:theorchardnursery@plymouthcast.com)

Signed on behalf of the nursery.....*Emma Middleton*.....Date:... August 2024.....