



USE OF SOCIAL NETWORKING SITES

There are various dangers attached to using social networking sites and we would like to remind people that comments and photographs relating in any way to Toots nursery may not be posted- in addition see camera/phone policies. Please be aware of your page information and content, especially if you add parents or other staff. Staff must not publicly display that they work at Toots.

We would like to emphasize the need for confidentiality therefore no comments pertaining to nursery practice or service users may be posted on any social networking sites; this includes children, relatives and work colleagues as this could adversely affect the setting. Specific points as follows:

- Work related matters must not be placed on any such site at any time either during or outside working hours via any computer equipment or mobile phones.
- No photos of special events including children's Birthday parties can be shared outside the provision
- No tagging of colleagues on photos without permission
- No photos or internet discussions linked to your work, children, families and/or colleagues
- The only way that photos or information can be shared personally or through Internet shared sites is with detailed permissions from the staff involved. In the case of the nursery website permission must be obtained from parents/carers.
- All staff working with children need to be aware of their own conduct, and that of others close to them, outside of their working environment and this includes their usage of social networks. Should we be made aware of any incidents of cyber bullying, hate campaigns, pornography or any form of questionable/unsavoury conduct we will seek advice and an investigation may be conducted.
- If there is a criminal investigation linked to an allegation against you or a colleague, please be aware that all electronic devices may be confiscated and communication between adults through email, face book accounts, twitter, etc. will all be recorded and reviewed by the police.
- If parents disregard this policy management will investigate the situation and act accordingly.