

Social Networking Policy

(Setting name) realises that social networking has now become an integral part of every day life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at (setting name) expect of our staff when accessing these sites.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites staff/committee members should give due regard to the following:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the nursery. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the nursery.
- Information published on your blog(s) should comply with (Setting name) Confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
- Always be respectful to
 - The nursery,
 - Other staff members,
 - Parents and relatives,
 - Children,
 - Partners,
 - Competitors,

Staff should be aware that any disrespectful comments to the above may be seen as libelous.

- Social media activities should not interfere with work commitments.
- Remember at all times in or out of working hours you are an ambassador for (setting name) your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting.

- Do not reference or cite (Setting name) parents or children without their express consent.
- Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Nursery Logos and trademarks may not be used without written consent.
- Any Employee, who becomes aware of social networking activity that would be deemed distasteful, should make their manager/owner aware.

All Staff shall adhere to the above; breach of this policy may result in disciplinary action.

This policy has been adopted by (setting name)

Signed on behalf of the setting by:

..... *Chairperson/owner (delete as appropriate)*

..... *Secretary/manager (delete as appropriate)*

Date:

Review Date: