

Social Media Policy

This Social Media Policy applies to parents, members of staff, students, trustees and volunteers at Rainbow Corner Loseley Fields.

This policy includes (but is not limited to) the following technologies:

- Social networking sites e.g. Facebook, Twitter, Instagram
- ParentAdmin
- Blogs
- Discussion forums
- Collaborative online spaces
- Media sharing services e.g. You Tube

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families

We therefore, require that:

- No photographs taken within the nursery, or at any nursery events with the children, are to be posted for public viewing. (This excludes those photographs taken by staff for learning journals, for display in the settings or on the website if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the nursery, children, staff or trustee business (except appropriate use for marketing fund raising events) or that could be constructed to have any impact on the nursery's reputation or that would offend any member of staff or parent using the nursery.
- In order to ensure professional boundaries childcare staff, students or volunteers should not accept personal invitations to be friends from parents, carers and other professionals that use the nursery unless they know them in a personal capacity.
- We will act in the best interest of the whole community and honour our duty of care to our children.

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality or that is deemed to be of a detrimental nature to the nursery or other employees, or posting / publishing photographs of the setting, may face disciplinary action in line with the Rainbow Corner Loseley Fields disciplinary procedures set out in both the policies and procedure manual and the staff hand book. Students will be asked to leave immediately.

Any comment deemed to be inappropriate will be reported to Emma Fowles the nursery operations manager as soon as possible, please refer to our Whistle Blowing Policy, for more information.

We would like parents to work alongside the setting to maintain the privacy and security of all staff, children and volunteers.

We therefore, require that parents:

- Demonstrate courtesy and respect for staff, other parents and children when comments are placed on social networking sites.
- Use appropriate language when discussing the nursery
- Address any issues or concerns regarding the nursery directly with the manager or the child's key person.
- Not to use social network sites to make derogatory comments or post photographs which could bring staff into disrepute, including making comments about children, parents and staff members.
- Not to post photographs of other people's photographs on social network sites without permission.

General guidelines for using social media

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
Apply a good judgement test for every social media post you make.

This policy was reviewed on: 2nd May 2024

By: Emma Fowles (Operations Manager)