



## Safeguarding Children

### 1.13 Social Networking Policy

#### Policy statement

*This policy has been put in place to protect staff and the reputation of Kids Corner Nursery Ltd and applies to staff, students and volunteers.*

*When using social networking sites such as Facebook you must:*

- Always remember that you are a representative of the nursery, even out of work hours. Therefore you are responsible for showing the nursery in good light.*
- Never talk about or display photos of staff without their permission and it must be regarded in a positive manner.*
- Children and families must NEVER be discussed on these sites or on personal social networking accounts even with colleagues or the parents and their information must never be used.*
- If you are a member of the Nursery Facebook site you must adjust your settings so that your personal information cannot be accessed through the page.*
- Remember that the relationship between yourselves and parents should remain professional at all times. You would not become friends with a GP or primary school teacher on Facebook and these expectations remain the same for Nursery. If a parent tries to add you as a friend you should sensitively decline the offer.*
- NEVER put photographs of the children attending the setting on social networking sites.*
- Do not publish pictures or information showing or stating drunken behaviour, drug using or explicit content. Remember, you are a representative of the nursery. You should ensure that your profile is completely private and families attending the nursery have no access to your account. Please do not publish where you work on your Facebook*
- Do not post that you have had a 'bad day' or any similar comment as it reflects badly to your colleagues who work closely with you and to parents who trust you with the care of their child, should they be able to see it. This can cause hostility and is detrimental to team moral..*

#### Procedures

- These guidelines have been put in place to ultimately protect staff. Becoming 'friends' with parents is unprofessional, and can in a worst case scenario damage practitioners professional reputation. In some instances becoming friends with customers can lead to individuals feeling pressurised into divulging confidential information regarding other children, families, staff and management. Any breach of confidentiality can and will lead to disciplinary action and dismissal from the company.*

#### EYFS key themes and commitments

List in the boxes below, which key commitments of the EYFS this policy or procedure will be relevant to.

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping Safe	2.1 Respecting each other		

This policy was adopted by

KIDS CORNER NURSERY LTD *(name of provider)*

On

MARCH 2018 *(date)*

Date to be reviewed

MARCH 2019 *(date)*

Signed on behalf of the provider

Name of signatory

HAFSA GHASWALA

Role of signatory (e.g. chair, director or owner)

MANAGER