



# SOCIAL NETWORKING POLICY

*Safeguarding and Welfare Requirements / 3.4, 3.9, 3.69, 3.70*

In light of recent high-profile cases and with regard to safeguarding all the children in our care the Precious Memories Day Nursery management team has decided to issue the following guidelines.

With regard to the use of social networking sites such as Facebook, Bebo, Twitter and similar, whilst employed by the setting (including maternity leave) staff, including students and volunteers, MUST be VERY aware of what they are posting and that inappropriate matter will result in disciplinary proceedings including termination of employment in some cases.

All staff, including students and volunteers, employed by the setting have a duty of confidentiality at all times. They represent their setting community and as such could inadvertently post unsuitable comments or, for example, staff photos from nights out that could be misrepresented or display the setting in an unfavourable way.

Thus, staff, including students and volunteers, must not post anything on these sites that may offend any other member of staff, parent/carer or child. They must not post anything on to a social networking site that refers to their employment at the setting or working in the Early Years profession. They must ensure that their level of security inhibits access to anyone other than accepted contacts.

Staff, including students and volunteers, must remember that social networking sites are highly visible. Staff, including students and volunteers, employed by the setting are professional and must ensure they keep their home life and work life separate.

Any of the above points not adhered to will result in the staff member in question facing disciplinary action and/or the termination of their contract with the setting.