



NURSERY POLICIES

Policy Name:

Social Media and Mobile Device Policy

General Welfare Requirement:

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| Policy Date: | 01 Jan 2023 |
| Author(s): | Little Nick Nursery and Preschool |
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Signed: R. Downs

Signed: K. Nicholas





Social Media and Mobile Device Policy

Policy statement

Social media policy

This social networking policy applies to all staff members of Little Nick Nursery and Preschool – both Paid and Voluntary and sets out guidelines that they should follow for all on-line communications which refer to Little Nick Nursery and Preschool.

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

- Personal blogs
- Twitter
- Facebook
- MySpace
- TicToc
- Personal Web sites

Responsibility

Any material presented on line in reference to the setting by any employee is the responsibility of the poster. At no times should any posts be made in reference to children, parents or other professionals that employees may come in to contact with through work. At no time must any photographs or materials be published that identify the setting or children and pictures of staff may only be used with the express permission of the staff members concerned.

Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the company disciplinary procedures.

Whilst we do not forbid employees from using social networking sites, we need to impose certain restrictions on an employee as to their profile content in relation to Little Nick Nursery



and Preschool and must comply with the Law with regard to copyright, plagiarism and the Data Protection Act.

Procedures:

- Little Nick Nursery and Preschool holds you the Employee individually responsible for reading, knowing and complying with any Social Networking Terms of Service documents of the sites they use.
- Employees of Little Nick Nursery and Preschool must not list the name Little Nick Nursery and Preschool on any social networking sites (unless agreed by the manager).
- Employees must not identify themselves as an employee of Little Nick Nursery and Preschool. A social networker becomes, to some extent, a representative of their workplace and everything he/she posts has the potential to reflect on the setting and its image.
- All information regarding anything to do with Little Nick Nursery and Preschool is not to be discussed or referred to on any such sites.
- There must not be any disclosures of personal information with regard to other members of Preschool staff, children using the preschool, parents, and/or carers.
- Employees must not refer to children, staff or parents in any way. This includes coded reference of people, incidents surrounding them.
- Setting employees must not have or request parents of children currently attending Little Nick Nursery and Preschool or their known family members to be network friends. All preschool staff must comply with the Data Protection Act in and out of work time.
- Staff must equally decline friendship requests from parents or their family members.

Company resources

The use of Company computers, Internet access, email, social networking, etc is intended for the benefit of the organisation and service users and should be not be used for personal activity.

Company sensitive matters

Any on-line communication regarding information such as employment issues and management decisions should not be discussed online.

Please note the “Whistleblowing” section of the policies – If you see another member of staff using their phone during working hours, in front of the children please advise a senior member of



staff straight away.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.