

## **Home-grown in Malvern**

### **Social Networking Policy**

It is important that all staff ensure they are being professional within their when using social networking sites. This is to protect you, the children, parents and other members of staff at the setting. It is also to guard the settings, as well as your own, personal reputation.

This policy states guidelines, which should be followed when using social networking sites, failure to comply with these guidelines could infringe on our confidentiality and safeguarding policies. These guidelines include but are not limited to –

- Staff must not publicly mention any of the children from the setting
- Staff must avoid writing in directive suggestive comments about the setting e.g. “I’ve had a bad day at work”
- Staff must not go on social networking sites during the working day, excluding lunchtime breaks.
- Staff must not publish photos of the children
- In order to maintain professional boundaries staff should not instigate a friendship request with parents or carers of a child at the setting unless they know them in a personal capacity

Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can prevent any accidental breaches of this policy.

The setting has its own Facebook profile and is used only for the purposes of advertisement and do keep parents informed about the activities the children have done whilst with us. We believe this allows parents to be able to keep in close contact with what their children have been doing, and gives them insight into the wonderful experiences we provide. Photos of children are not put onto the site; only photos of the activities and displays are uploaded. If you have any concerns regarding our Facebook site, then please speak to a member of staff.

Signed by:

Date reviewed: