

Social Networking Policy

- Staff understand that confidentiality of the children and families that are enrolled at Carousel Nursery must not be breached.
- Staff will not talk to parents' carers or family members of children about any information relating to the Carousel Nursery, its staff or children enrolled outside of the nursery building.
- The use social networking sites, email or text messaging to communicate about anything that happens within the setting between parents and staff is **forbidden**. All staff are to know that this is to be followed and if they are found to be breaking this the disciplinary action will be taken. Staff are to report to management if parents are trying to contact them so further action can be taken to discuss this with the parent.
- Staff will not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation. Staff will not name their place of work on their social media profiles.
- Staff will not post anything onto social networking sites that would offend any other member of staff.
- If staff have a social networking page, they will keep it private, and will delete any current parents, that are on their social networking site immediately.
- Staff will not invite, accept or engage in communications with parents, carers or family members enrolled within Carousel Nursery on social networking sites while in employment at Carousel Nursery.
- Staff are aware that social networking applications include, but are not limited to; blogs, online discussion forums, collaborative spaces, media sharing services. examples include Twitter, Facebook, MSN, and YouTube.
- Staff understand they can be friends with parents who have left the nursery.
- Staff note that management will ask the staff to remove any posts made on their social networking site if it's believed to have any negative reflection on the nursery.
- Staff are aware that failure to adhere to this policy or if they are found to be involved with any of the above points, they will face disciplinary action or instant dismissal.