

# **SOCIAL NETWORKING POLICY**

It is important that staff are aware of nursery policies and procedures when using the internet including social networking sites. This is to protect the children, parents/carers, and other staff in the nursery. It is also to guard the nursery and staff's personal reputation.

Staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on the nursery. Failure to comply with the above is an invasion of privacy and may breach the confidentiality policy.

The guidelines include but are not limited to:

- \*Staff must not publicly mention any of the children from the nursery on their online profiles.
- \*Staff must avoid writing indirect suggestive comments about the nursery on their social networking sites e.g., "I've had a bad day at work".
- \*Staff must not publish photos of other staff on nursery premises on their online profiles.
- \*Staff must not publicly write anything about other staff members on their social networking sites.
- \*Staff must not mention any of the companies that Oakbridge Little Learners works with on their social networking site.
- \*In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents/carers that use the nursery unless they know them in a personal capacity and were friends beforehand.

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

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