

# Social Networking

Social media is a large part of the world we live in. At Wood St Nursery we make sure we protect our children by having procedures in place for it's safe use.

We use Facebook and Instagram to share anonymized pictures of the activities the children have accessed at nursery. In order to safeguard children we will:

- Ensure all children in the photographs or posts do not have their faces or any other identifying feature visible.
- Not allow others to post on our Facebook page.
- Monitor comments on all posts and address any concerns immediately.

## Staff use of social media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. When using social networking sites such as Facebook or Instagram staff must:

- Not name the setting they work at
- Not make comments relating to their work or post pictures
- Not send or accept friendship requests from any parents/family members of children who attend the setting
- Not send private messages to any parents/family members
- If a parent ask questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
- Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments including foul language)
- Report any concerning comments or questions from parents to the manager/safeguarding lead
- Follow the staff behaviour policy
- Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
- Not like or share any of the Nursery Facebook posts
- Not be connected to the nursery Facebook / Instagram account in any manner

If any of the above points are not followed, then the member of staff involved will face disciplinary action, which could result in dismissal.

## Parents and visitors' use of social networking

We promote the safety and welfare of all staff and children, and therefore ask parents and visitors not to post, publically or privately, information about or images of any child from the nursery for whom you are not the parent or guardian, on social media sites such as Facebook or Instagram. We ask all parents and visitors to follow this policy to ensure that information about children or images do not fall into the wrong hands.

We ask parents:

- Not to send friend requests to any member of nursery staff
- Not to screen shot or share any posts or pictures from the nursery media pages on social media platforms
- Not to post any photographs on social media that have been supplied by the nursery with other children in them (e.g. Christmas concert photographs or photographs from an activity at nursery)
- To share any concerns regarding inappropriate use of social media with the Designated Safeguarding Lead (please refer to the complaints procedures and safeguarding policy).

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