



**LADYBIRDS**  
NURSERY

## Facebook/Twitter/Social Media Policy

2021/2022

### Safeguarding

#### Policy Statement

This policy has been drawn up with the help and opinions of all the staff and management at Ladybirds Nursery. All the staff were asked to voice their opinions about the social networking site 'Face book'.

The overall opinion was that most staff enjoyed going on face book to chat with their friends, but are aware of the implications that speaking out of turn could bring.

Although we understand that the social networking site 'Face book' is a good way to communicate with friends, we do need to be aware of the things we are writing, and the way that other people may be looking at what we put on our 'wall'.

Ladybirds Nursery wants all the staff, students and volunteers to be aware of the problems that writing something in jest may bring the nursery into disrepute. This will not be acceptable, and although we all lead individual lives and are free to do as we please when we are off duty, the reputation of the nursery is a very serious issue. Therefore, the following has been decided:

- ❖ Staff and parents are free to have each other as friends, although it is on the strict understanding that neither party will discuss events from the nursery regarding either staff, children, other parents, students, or volunteers.

- ❖ Staff do not disclose on their status at which nursery they are working at.
- ❖ Staff do not post pictures of themselves wearing their uniform at any time.
- ❖ Do not post naked pictures of yourselves.
- ❖ Although this is forbidden within the nursery, any talk of any drug use is completely unacceptable.
- ❖ You must remember your confidentiality policy that everyone has signed and must be adhered to.
- ❖ Parents must take note that staff access face book on their own time, and if they read anything that they think may cause upset or disrepute to the nursery then they must report it immediately to the office.
- ❖ Ladybirds has a face book page, where we occasionally inform parents of events, or put pictures of children when we have had a special day.
- ❖ Parents must have signed the agreement in the permission signatures before any picture will be posted on face book
- ❖ Parents must make sure they inform the office if they wish to change their mind and remove their permission to post pictures.
- ❖ If consent has been given, then we may post pictures whenever we have had an event.
- ❖ Due regard is given to anyone using Social Media for anyone suspected of being drawn into terrorism.

This policy also relates to any students who use the nursery for a placement, or any person who does voluntary work. Students or volunteers making comments regarding the nursery in any way which include talking about staff, children or parents will have their place terminated with immediate effect. School or college will be contacted to inform them.

Date Issued January 2016

Date to be Reviewed July 2016

Review Date January 2017

Date to be Reviewed May 2017

Review Date May 2018

Date to be Reviewed May 2019

Date Reviewed June 2020

Date to be Reviewed June 2021

Date Reviewed September 2021

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

The policy will be reviewed sooner than the review date if any new information becomes available.