



LADYBIRDS
NURSERY

Social Media

Employment

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 sites 'Face book' and 'Instagram'

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 sites 'Facebook' and 'Instagram' 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.

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.

Any member of staff who does not adhere to this policy will be investigated, and disciplinary action will be taken. Not conforming to these rules is classed as gross misconduct and can result in your employment being terminated immediately.

This policy must run side by side with the E Safety Policy.

Issue Date January 2016

Date to be reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed

This policy will be reviewed sooner than the renewal date should any new information become available