

The Island Day Nursery and Pre School Social Networking and Mobile Phone Policy

This policy applies to all members of staff, students, and anyone else attending or volunteering in any capacity at any of our settings.

State of social media

Social media, professional networking sites, and personal web sites are all useful technologies. Every employee and visiting student has an opportunity to express and communicate on-line in many ways, and the Directors and Managers do not wish to discourage staff having and developing an on-line presence.

HOWEVER -The Island Day Nursery and Pre School expressly forbid their employees or students to write about their work on-line in any way and instruct them not to do so.

Above all else, everyone needs to use good judgement on what material makes its way on-line.

This policy sets out guidelines that employees, students and others coming into our settings must follow for all on-line communications.

Relevant technologies

This policy includes (but is not limited to) the following specific technologies:

- Personal blogs
- Twitter
- Facebook
- LinkedIn
- Instagram
- Snap Chat

Responsibility

At no time should any posts be made in reference to The Island Day Nursery and Pre-school, the Children, the Parents/Carers or other professionals, that includes employees or students who you may come in to contact with through work.

At no time must any photographs or materials be published that identify the setting, its staff or children.

Any member of staff or student found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the setting or other employees or posting/publishing photographs of the setting, children or staff will face disciplinary action in line with the our disciplinary procedures (Students will be asked to leave immediately).

Guidelines

The Island Day Nursery and Pre School employees, visiting students and volunteers are encouraged to use the following guidelines in social networking practices: Remember that no information sent over the internet is totally secure and as such if you do not wish the information to be made public, refrain from sending it over a social network site: *Maintain professionalism, honesty, and respect.*

Apply a "good judgement" test for every social networking post that you make.

Could you be guilty of leaking information, discussing confidential information or commenting on others that work around you? Is it negative commentary regarding the setting, its operating partners, families or other employees?

It is still acceptable to take photos of the children during activities in the setting, but remember only nursery owned cameras or tablets must be used. At no time must a personal camera or camera phone be used in the nursery. All mobile phones must be left in the staff room/area at all times.

Furthermore, if a staff member becomes aware of any social networking activity that identifies or makes reference to The Island Day Nursery and Pre School please advise the Setting Manager.

I have read the social networking/mobile phone policy and understand the need for confidentiality at all times.

Name.....

Signed.....

Date.....

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop/Rosalind Moreno – Newport

Erica Dunwell/ Heather Bishop – Sandown

Erica Dunwell/Becky Kujabi – Wootton

Review: August 2022