

12.4 Bolney Under Fives Social Networking Policy

Bolney Under Fives realises that social networking has now become an integral part of every day life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at Bolney Under Fives expect of our staff when accessing these sites.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or lead practitioner if you are uncertain.

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites staff/committee members should give due regard to the following:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the nursery. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the nursery.
 - Information published on your blog(s) should comply with Bolney Under Fives Confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
 - **Always be respectful to**
 - The pre-school or parent/carer stay and play group,
 - Other staff members,
 - Parents and relatives,
 - Children,
 - Partners,
 - Competitors,
- Staff should be aware that any disrespectful comments to the above may be seen as libellous.
- Social media activities should not interfere with work commitments.

- Remember at all times in or out of working hours you are an ambassador for Bolney Under Fives, your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting.
- Do not reference or site Bolney Under Fives parents or children without their express consent.
- Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Pre-school Logos and trademarks may not be used without written consent.
- Any Employee, who becomes aware of social networking activity that would be deemed distasteful, should make the manager aware.

All Staff shall adhere to the above; breach of this policy may result in disciplinary action.

This policy was amended and adopted at a meeting of Bolney Under Fives

Held on

24/03/2014

Date to be reviewed

24/03/2016

Signed on behalf of the management committee

Name of signatory

Mrs Sarah Josling

Role of signatory (e.g. chair, director or owner)

Chair