



QUEENS PARK MONTESSORI DAY NURSERY

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Ofsted Reg: EY242933

A Unique Child
1.3 Keeping Safe

STAY SAFE

EYFS: 3.1 – 3.8

SOCIAL NETWORKING POLICY

Social media is becoming a large part of the world we live in and as such at Queens Park Montessori Day Nursery need to make sure we protect our children by having procedures in place for safe use.

In order to safeguard our children we do not use any social networking sites to share pictures of the activities the children have accessed at nursery. [We use Learning Book to share observations, and we use email, Whatsapp and text messaging to share updates, reminders, and links to best practice.](#)

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, staff must:

- Not name the setting they work at
- Not make comments relating to their work or post pictures in work uniform
- Not send private messages to any parents/family members
- If a parent asks 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 pictures or bad language)
- Report any concerning comments or questions from parents to the manager/safeguarding lead
- 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 post anything on to social networking sites that could offend any other member of staff or parent using the nursery
- Not 'friending/following' any current parents on Facebook/Instagram/Twitter, etc. or allowing current parents to do the same.
- Delete any old parents from their friends list/followers if the family return to the nursery with a new child.

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

It is the individual person's responsibility to protect their professional status. For example:

- ✓ Make sure your security settings are not set to open access. Social networking sites privacy policies frequently change so staff should change their settings to ensure the highest privacy settings possible. This includes passwords.
- ✓ Don't accept people you don't know as friends – they could be service users (parents).
- ✓ Be aware that belonging to a 'group' can be another way into your profile.
- ✓ Ask your family and friends to protect your professional status and not to post tagged images of you on their profiles.

All electronic communications between staff and parents should be professional and take place via the official nursery communication channels, e.g. work emails and phone numbers, Whatsapp and text message using only the nursery mobile phone. This is to protect staff, children and parents.

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, publicly or privately, information about any child on social media sites such as Facebook, Instagram and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to**:

- Send friend requests to any member of nursery staff
- Screen shot or share any posts or pictures from the nursery on social media platforms (these may contain other children in the pictures)
- Post any photographs to social media that have been supplied by the nursery with other children in them (e.g. Christmas party photographs or photographs from an activity at nursery)

We ask parents to:

- Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy).

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: