Fledglings Day Nursery

# Use of Social Media Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

Many of us now use social networking and file sharing sites like Facebook, Twitter and Youtube.

They are great for staying in touch and creating communities. For most people, joining in is trouble free and fun. However it can be easy to blur the lines between your personal voice and your professional life as a childcare/educational professional.

**2 Aims and objectives**

The aim of this policy is to clarify what is expected of staff in their use of social media.

The objective of the policy to ensure that all staff are clear on the school’s/setting’s policy on the use of social media.

**3 Use of social media**

“Social media”is aset of online tools to communicate and engage with people. It includes:

* writing a blog or commenting on other people’s blogs;
* micro-blogging (e.g. Twitter);
* a personal profile page on one of the social or business networking sites (e.g. LinkedIn or Facebook);
* product or service reviews on retailer sites or customer review sites;
* taking part in online votes and polls;
* taking part in conversations on public and private web forums (message boards).

There are benefits from engaging in social networking; however, as a childcare professional there are important things to consider. Both personally and professionally the expectations of conduct remains the same online and offline (real world).

**4 Online friends**

It is not acceptable to allow a child or their parent/carer (who uses the school/setting) to be your online friend or follower. It creates a personal relationship outside of the workplace, leaving both workers and the school/setting open to allegations.

**5 Public expression of private views**

We will expect all staff to be responsible for their online behaviour and use common sense and judgement, not only in their posts but in their response (comments) to others’ activity.

**5.1** As childcare professional staff we will always be respectful of the privacy and feelings of others, never attacking or abusing others on line, and never revealing confidential details or concerns about work or individuals.

**5.2** We recognise and advise all staff that how they behave online can have an impact on them professionally as well as personally. Anything that is posted online can leave them open to scrutiny from the public and people who use our school/setting.

**6 Security checklist summary**

* Don’t allow any child or parent/carer from the school/setting to be your *friend* or *follower.*
* Avoid putting personal information on your page (e.g. where you work, your phone number).
* Be responsible about what you post.

## 7 Monitoring and review

 This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**