

## Sunnybank Nursery Social Networking Policy

### Introduction

Social networking activities conducted online outside work, such as blogging (writing personal journals to publicly accessible internet pages), involvement in social networking sites such as Facebook, Myspace or Bebo and posting material, images or comments on sites such as You Tube can have a negative effect on an organisation's reputation or image. In addition, Sunnybank Nursery has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff with respect to their responsibilities in connection with the use of social networking sites.

### Key Principles

- Everyone at Sunnybank Nursery has a responsibility to ensure that they protect the reputation of the nursery, and to treat colleagues and members of the nursery with professionalism and respect.
- It is important to protect everyone at Sunnybank Nursery from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at Sunnybank Nursery considers this and acts responsibly if they are using social networking sites out of nursery. Anyone working in the nursery either as a paid employee or volunteer must not communicate with children via social networking.
- Updating of blog on a social networking site whilst at work is not permitted.
- This policy is not covered by the Chatham House rule and therefore no communications irrespective of their anonymity should be shared that relate to any specific event, protocol, pupil or person at Sunnybank Nursery.

### Aims

- To set out the key principles and code of conduct expected of all members of staff, Students and volunteers at Sunnybank Nursery with respect to social networking.
- To further safeguard and protect children and staff.

### Code of Conduct for Everyone Sunnybank Nursery – Social Networking

The following are **not considered acceptable** at Sunnybank Nursery:

- The use of the nurseries name, logo, or any other published material without prior permission from the Management. This applies to any published material including the internet or written documentation.

- The posting of any communication or images which links the nursery to any form of illegal conduct or which may damage the reputation of the nursery. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the nursery.
- The posting of any images of employees, children, parents or anyone directly connected with the nursery whilst engaged in nursery activities.

**In addition to the above everyone at Sunnybank Nursery must ensure that they:**

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the nursery, or anyone at or connected with the nursery.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, or the nurseries reputation is compromised by inappropriate postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

**Potential and Actual Breaches of the Code of Conduct**

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence.
- The Management will take appropriate action in order to protect the nurseries reputation and that of its staff, parents, children and anyone else directly linked to the nursery.

