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17. Social Networking Policy

18.1 Social Networking Policy: Introduction

The use of online social networking sites (including, but not limited to, Facebook, Instagram, LinkedIn, and Twitter) has become a very significant part of life for many people. These sites provide a very positive way to keep in touch with friends and colleagues, and to support local businesses and can be used to exchange ideas and thoughts on common interests, both personal and work-related. However, there have been occurrences where these services have been used for less positive reasons, hence the need for formal guidance

18.2 Social Networking Policy: Use of social network sites; Employment conditions

If an employee's personal internet presence does not make any reference to the Setting or cannot be identified, the content is unlikely to be of concern to the Setting. If employment at (Milland Valley Nursery) is referred to then the information posted would need to comply with the employment conditions outlined below:

- Instances where the Setting is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied.
- An employee should not disclose confidential information relating to his/her employment at Milland Valley Nursery.
- An employee should not disclose details of any children attending the setting.
- Sites should not be used to verbally abuse or harass staff or parents. Privacy and feelings of others should be respected at all times. Employees should obtain the permission of individuals before posting contact details or pictures. Care should be taken to avoid using language which could be deemed as offensive to others.
- If information on the site raises a cause for concern with regard to conflict of interest, employees should raise the issue with their line manager.
- Viewing and updating personal sites should not take place during working times, unless in exceptional circumstances, such as where activities form part of a project, and this has been agreed in advance as appropriate by the Line Manager.
- Safeguarding is paramount and no reference should be made relating to any child/family/staff at the setting.



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- Sites should not be used for accessing or sharing illegal content.
- Any serious misuse of Social Networking sites which has a negative impact on Milland Valley Nursery may be regarded as a disciplinary offence. This includes any conduct which may, in our opinion, damage Milland Valley Nursery's reputation or undermine our policies, breach confidentiality, or defame a third party. Please consider whether your communications are appropriate and professional. This includes comments made through Instant Messenger applications.
- If parents become 'friends' on the social networking site, staff should ensure that no discussion/statement relates to the setting or anyone involved at the setting, whether it be negative or positive.
- What you post on a site is open to scrutiny by others, and may impact on your role within the setting where outside activities are discussed.
- Employees are discouraged from having parents as their friends on social network sites. Milland Valley Nursery School does not discourage staff from using such services. However, all should be aware that Milland Valley Nursery School will take seriously any occasions where the services are used inappropriately.

18.3 Social Network Policy: Use of Social Network Sites Personal Safety

2. Protect your own personal information online. The threat of identity theft can be significantly reduced if you exercise caution regarding the data you make public. Do not publish personal data (including, but not limited to, address, telephone numbers, date of birth) or any details which advertise, for example, that your home is empty for 2 weeks whilst you are away on holiday.
3. If you decide to meet someone in person from online, go to a public place and let friends and family know your plans.

18.4 Social Network Policy: Family Safeguarding

In accordance with our Safeguarding Policies, Families are asked to sign a declaration in which they agree to never post images and videos on social media of nursery events and images or videos from tapestry to social media accounts.