



Little Acorns Childcare
Beacon Church
Oakes Road
Bury St Edmunds
Suffolk IP32 6PX
Telephone 01284 756588
Email: littleacornschildcare@beaconchurchuk.org



Facebook and Social Networking Policy

Statement of Intent

Little Acorns does not want to be in a position where staff damage the nursery's reputation by making comments on social networking sites. For that reason, it is important when using social networking sites that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents and families of the setting along with the staff. It is also to guard the nursery's reputation as well as the staff's personal reputations. See Confidentiality Policy.

Staff must act in the best interests of the children and the setting. Guidelines when using social media sites include but are not limited to:

- Staff must not mention any of the children from the nursery on their online profiles.
- Staff will not write direct/indirect suggestive comments about work on their online profile.
- Staff must not publish photos of the children on their online profiles.
- To maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to 'like' Little Acorns' official Facebook page.
- Staff members are advised to set their online profiles to private so that only their friends can see their information.
- Personal profiles should not contain any images/videos which may be perceived as inappropriate behaviour for a childcare professional.
- The nursery logo must not be used in social media except from Little Acorns official Facebook site.
- Staff must use social media in a professional, safe, responsible and respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, abuse, or make negative or discriminatory comments about anyone.
- Staff must be aware that everything you post online is public, even with the strictest privacy settings you must assume that everything is permanent and may be shared.
- Staff must not use mobile phones to take photos in the nursery (see mobile phone policy) and no member of staff is to use the nursery's computer to look on social networking sites like 'Facebook, Twitter' to name a few whilst they are at work.





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- Any breaches of the Facebook and Social Networking policy could result in disciplinary action.

Little Acorns Facebook page is a communication tool for the staff and parents. We use it for:

- promoting certain events such as parent consultations, trips, social events and visitors.
- Sharing hints and tips for activities the children have enjoyed and home learning ideas.
- To give news
- To share photos of activities, trips or special events.
- Parents and carers are required to give signed consent to allow educational photographs or videos of the children to be included in the Little Acorns Facebook page.
- Katrina Rose is responsible for the management of Little Acorns' private Facebook page and should ensure that all content is deemed appropriate. She will remove any postings that:
 - Name specific individuals in a negative way
 - Are abusive/contain inappropriate language or statements
 - Use defamatory, abusive or generally negative terms about any individual
 - Do not show proper consideration for others privacy
 - Breach copyright of fair use laws
 - Contain any photos of children without necessary consent.

Reviewed September 2020

By: Katrina Rose

Next review: September 2021

