Social Media Policy

This policy applies to The Butterfly Preschool members of staff, students and volunteers and sets out guidelines that should be followed for all on-line communication. We also make parents and their families aware of this procedure through this policy.

Staff may only use the computers in the preschool to access the internet for reasons relating to the nursery, to find materials and to access reports and government legislation. Staff may not access personal emails without permission from the management and under no circumstances are they allowed access to social networking sites whilst in the play areas.

Any staff found to be accessing social networking sites or other websites not relating to work either via the computer in the upstairs play area or their mobile phones, even if they are on lunch break, or off duty, will be subject to disciplinary action.

The Butterfly Preschool recognises the lines between public and private and personal and professional are blurred in online social networks. You should therefore recognise the potential for damage to be caused (either directly or indirectly) to the Nursery in certain circumstances through your personal use of social media, when you can be identified as a Butterfly Preschool employee.

Please follow the following rules to make sure your social media accounts do not affect your work:

1. Do not become friends with any of the current or past parents on any forms of social media or internet chat rooms/apps
2. Please make sure your social media pages have the highest privacy policy
3. Do not advertise anywhere on any of your social media accounts that you work at the nursery (you will become a target to people)
4. Do not make comments that may be seen as detrimental to the reputation of the nursery
5. You must not use social media to display images connected with your job at the nursery for example images of children or staff whilst doing their job
6. Do not mention any children from the nursery on your social media pages
7. Your personal profile should not contain any images or videos which may be perceived as inappropriate behaviour for a child care professional

Please be aware that defamatory comments posted by an employee on his or her social media page can be used as evidence in the disciplinary proceedings, as long as that evidence is obtained by lawful means.