Social Networking Policy

Protection of Personal Information

- Staff should keep their personal phone numbers private and not use their own mobile phones to contact parents, except for making babysitting arrangements.
- Staff should not give their personal e-mail addresses to parents, except for making babysitting arrangements.
- Please do refer back to our GDPR policy to have a full comprehensive break down when dealing with your personal information. As well as our babysitting policy which states how we expect staff to behave and use technology when offering these services to parents.

Communication between parents/nursery staff

- Communication between parents and staff, by whatever method, should take place within clear and explicit professional boundaries.
- This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. For more information please refer back to our social media policy.
- It is the expectation that the Nursery should provide a work phone/mobile and e-mail address for communication between staff and parents. Staff should not give their personal mobile numbers or personal e-mail addresses to parents.
- Staff should talk to parents with a professional attitude in mind. We encourage making robust connections with parents. You can respond to personal questions which are deemed professional e.g. where you have been on holiday but under no circumstances should someone's personal sexual life be discussed with a parent.
- Staff should not give their personal contact details to parents including e-mail, home or mobile telephone numbers unless it is to arrange babysitting.
- E-mail or text communications between staff and parents outside agreed protocols may lead to disciplinary. This also includes communications through internet-based web sites. Internal e-mail systems should only be used in accordance with the nursery's policy.

Social contact

- If parents in the nursery ask you to attend special family events, prior permission needs to be gained for this. We always need to have in mind that teacher/parent professional relationship.
- Staff should not establish or seek to establish social contact in person, via social media/other communication technologies with parents for the purpose of securing a friendship or to pursue or strengthen a relationship.
- There will be occasions when there are social contacts between parents and staff, where for example the parent and teacher are part of the same social circle. These contacts, however, will be easily recognised and openly acknowledged.
- If your child is at the nursery, we understand you will have a relationship outside of nursery to organise playdate or children's birthday parties. When attending any events in a social situation just make sure you stick to our confidentiality policy and behave in a professional manner. At the end of the day, you are their children's teachers to please keep this in mind with your actions.