



Safeguarding children

Social Media Policy

This social media policy applies to parents, members and ex members of staff, students and volunteers at Panda Nursery.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy, confidentiality and security of all our families. We therefore require that:

- No photographs/videos taken within the Panda setting or at Panda events and outings with the children, are to be posted for public viewing on social media sites. Parents are advised that they do not have a right to photograph anyone else's child. This excludes those photographs taken by staff for the children's password protected online learning journal (Tapestry), (please refer to our registration form where parents are asked for permission on how Panda Nursery uses photographs of their children).

Social Media – Staff usage

- Staff sign our Code of Conduct to acknowledge their responsibilities that they must not post or comment on anything regarding Panda Nursery or any child, including text, photos and videos on any website or social media site (other than the Tapestry Online journal) unless agreed with Ali Thompson.
- No public discussions are to be held or comments made on social media sites regarding Panda Nursery (except appropriate use for marketing fund raising events and recruitment) that could be construed to have any impact on Panda Nursery's reputation or that would offend any member of staff or parent using the nursery.

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept Panda children and parents as friends on social media sites due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Panda. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to Panda Nursery or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work online
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the Designated Safeguarding Lead in their setting.
- Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality, bring Panda into disrepute or that are deemed to be of a detrimental nature to Panda Nursery or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Panda Nursery disciplinary procedures.

General guidelines for Staff for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect at all times.
- Apply a “good judgement” test for every social media post you make.

This policy was adopted on: December 2012

Last reviewed: December 2018

Date to be reviewed: December 2019

Signed on behalf of Panda Nursery:



Alison Thompson - Director