

## Social Networking Policy

Springboard Nursery recognises the need to ensure the welfare and safety of all children.

Due to the increasing personal use of social networking sites, staff and volunteers at Springboard should be aware of the impact of their personal use of such sites, upon their professional position.

Staff and volunteers are advised that it is inappropriate to discuss any aspect of their involvement or place any images relating to their position at Springboard Nursery on social networking sites. This includes children, staff, activities, and naming working at: 'Springboard Nursery' on any sites.

### **Policy statement**

Policy on the personal use by staff of Social Networking and other Third Party Websites .

The internet provides several benefits in which Springboard staff may wish to participate. However, when someone is identified with Springboard or discusses their work, they are expected to behave appropriately when on the internet.

The internet is a fast-moving technology system and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt, then details should be discussed with the Manager.

The intention of this policy is not to stop staff from conducting legitimate activities on the internet but serves to flag-up those areas in which conflict can arise.

### **Principles**

Staff members at Springboard are in a professional position and are responsible for the care and education for Early Years Children. Therefore, they:

- Must not engage in any activities which may harm the welfare of children or adults in connection with the setting.
- Must not engage in activities on the internet which might bring Springboard Nursery or its associated employees into disrepute.

### **Social Networking Sites**

Social networking sites provide a great way for people to maintain contact with their friends. However, through the open nature of such sites, it is also possible for third parties (including Springboard parent/ carers) to access this information.

- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work related information whether written or pictorial in this way. Please refer to our confidentiality policy.
- Under no circumstances should comments be made about Springboard, its staff or children on the internet. Staff members should respect the privacy and feelings of others.
- If a staff member believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the Manager.
- Staff are NOT allowed to state their place of work on their social networking site, or comment on any work-related feelings.
- All staff are NOT allowed to have parent/ carers as friends on their personal social networking sites.



## Springboard Nursery, Policies and Procedures

---

This can become unprofessional and the principle of 'Springboard Nursery' always remain professional. (if you have been friends prior to nursery, this is up to the discretion of the senior/management team).

**This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.**

**Date:** 01.09.2023