

Social Networking Policy

Social Networking, for the purposes of this policy, includes all types of posting on the internet, including but not limited to, social networking sites such as Facebook, Blossom App, Instagram, blogs and other online journals and diaries, bulletin boards and chatrooms, micro blogging such as Twitter and the posting of videos on YouTube and similar.

AIMS

* To set out the key principles and code of conduct expected from all members of staff, parents, friends and volunteers at Jollytots
* To further safeguard and protect children, parents and staff

KEY PRINCIPLES

* Everyone\* (\*staff, parents, students volunteers) has a responsibility to ensure that they protect the reputation of Jollytots and to treat colleagues, parents, children with professionalism and respect
* It is important to protect everyone\* at Jollytots from allegations and misinterpretations which can arise from social networking sites
* Safeguarding children is key responsibility of all members of staff and it is essential that everyone\* at Jollytots considers this and act responsible if they are using social networking sites. Anyone working in Jollytots either as a paid employee or a volunteer must not communicate with children via social networking

CODE OF CONDUCT FOR EVERYONE\*

* No one should use Jollytots name, logo or any other published material without prior written permission from the Manager
* The posting of any communication or images which link Jollytots to any form of illegal conduct or may damage the reputation of Jollytots on personal social media is strongly prohibited. This includes defamatory comments. Slander of any kind is unacceptable. Any issues should be brought to the attention of the Manager who will endeavour to deal with these promptly
* The disclosure of confidential or business sensitive information or the disclosure of information or images that could compromise the security of Jollytots
* The posting of any images of employees, children, volunteers, buildings/rooms or anyone connected with Jollytots whilst engaged in activities connected with Jollytots on personal social media. This excludes Jollytots own personal Facebook page, which parents will have given permission for
* Past or present children will not be discussed on social media
* Staff will not add parents to their private Facebook page unless they are a personal friend. This includes private messaging
* It must be clear to your readers that your views expressed by yourself are yours alone
* You should consider that you are most likely to resolve complaints about your work or the nursery by speaking directly to management than posting complaints on the internet.
* Parents will be added to the room page only whilst their child is in that room. If your child moves rooms or leaves Jollytots parents will be removed from the group
* Parents will not share any pictures, or make any comments, that contain any children other than their own
* Parents should be aware that the Facebook page, Blossom App or private messaging, is not staffed or accessed daily and they should continue to telephone or email as the preferred method of contact

POTENTAIL AND ACTUAL BREACHES OF THE CODE OF CONDUCT

In instances were there has been a breach of the above Code of Conduct, the following will apply-

* Any breach of the policy will be full investigated. Where it is found that there has been a breach of the policy this may result in action being taken. Post will be removed, you will be removed from the page, reported to the site administrator and/or the appropriate legal authority, whichever is deemed appropriate.
* Jollytots may take appropriate action in order to protect their reputation and that of its staff, parents, children and anyone else directly connected.

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

This policy will be reviewed annually

Reviewed

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