

## **USE OF SOCIAL NETWORKING SITES**

Any work related issue or material (e.g. comments, photographs of children and/or members of staff, confidential information) that could identify an individual who is a service user, relative or work colleague, which could adversely affect the setting must not be placed on a social networking website.

This means that work related matters must not be placed on any such site at any time either during or outside of working hours via any computer equipment or mobile phone.

No photos of children can be used for anything other than those parents have given permission for, i.e. displays, observation evidence etc.

No photos of special events can be shared outside of the provision.

No tagging of colleagues on photos without permission.

No photos or internet discussions linked to your work, children, families and/or colleagues.

No friendships between staff and parents on social networking sites, for example Facebook.

The only way that photos or information can be shared personally or through internet shared sites is with specific detailed permission from individuals and parents/carers. This includes photos for the nursery website.

If there is a criminal investigation linked to an allegation against you or a colleague, all electronic devices will be confiscated and communication between adults through email, Facebook accounts, Twitter etc will all be recorded and reviewed.

**ANY ANTI-SOCIAL BEHAVIOUR OUTSIDE OF WORKING HOURS CAN IMPACT ON YOUR FUTURE EMPLOYMENT IN EARLY YEARS**

File: social networking policy/06/16