



Social Media Policy

At My Sunshine Day Nursery and Pre-School, it is important that staff ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff in the nursery.

There are many Social Media and networking sites; this policy underpins all staffs online access and access to the various Social Media and networking sites. Staff members must ensure the following:

- Staff must not mention any of the children from the nursery on their online profiles.
- Staff must not write direct or indirect suggestive comments about work on their online profiles.
- Staff must not publish photos of the children on their online profiles.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent in the nursery.
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use. Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery reputation.
- Photographs of staff members in Nursery uniform/ Logo should not be uploaded on personal Social Media sites.
- Any breaches of the Social Media policy could result in disciplinary action.



Social media pages managed by child first will only use photos of children who have authorisation as specified by parents on authorisation documents.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019