



# SOCIAL NETWORKING POLICY

## Policy

---

We feel that restrictions need to be placed on staff when they access social networking websites. The nursery has a high reputation to maintain and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff. The following rules must be adhered to:

Staff should not post anything onto social networking sites such as 'Facebook' that could be construed to have an impact on the nursery's reputation

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery

It is advised that staff do not allow parents to be on their "friends list" but if they are a previous contact, any relationship must remain professional at all times

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

|  |                                    |
|--|------------------------------------|
| Policy/Procedure name: <b>Social Networking Policy</b> |                                    |
| Publication Date: <b>April 2019</b>                    | Date for Review: <b>April 2020</b> |
| Signed:.....(Proprietor)                               |                                    |
| Signed:.....(Manager)                                  |                                    |

I.....have read and understood this

Social networking policy and agree to follow it.

Signed..... Dated .....