



Social Networking

This policy covers all sites as there are too many to name them all.

It is important when using social networking sites, such as Facebook or Twitter, that staff maintains confidentiality and ensures proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation.

Staff guidelines when using social media sites include but are not limited to

- 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 publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members or the nursery on their online profiles.
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours (please refer to safeguarding policy)
- Staff must not mention any of the companies that La Casita works or is affiliated with on their online profile
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they knew them in a personal capacity before.
- 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 will not have the nursery name anywhere in their personal profile.
- Any breaches of the social network policy could result in disciplinary action.

We expect families at La Casita to follow these guidelines when using social media sites include, but are not limited to

- Group pictures that may be taken during special events (i.e. Christmas party) should not be shared in social media, if showing another child other than yours.
- La Casita is not responsible for the use of pictures taken outside nursery hours (i.e. at a children's birthday party)
- Tapestry is hosted in the UK on secure servers so only authorised users will have access.



- You should not try to copy pictures. Images cannot be copied and/or shared under no circumstances.
- Families found to be sharing pictures in social media sites, where children other than theirs appear, will be disconnected from Tapestry.

We encourage families' participation by posting comments, observations and images. We will however remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others' privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.
- If you would like to report an inappropriate comment then please send an email to info@lacasitanursery.co.uk

Images might be used by La Casita for promotional use (web, leaflets, etc.) always with prior parental consent.