



Policy statement

This policy applies to all staff members, work experience and volunteers at Foxglove Montessori Nursery and are referred to in this policy as staff.

Social media, professional networking sites, rapid-fire communications, blog sites, and personal websites are all useful technologies; every staff member has a right to express themselves and communicate online and we do not wish to discourage an online presence. However, Foxglove Montessori Nursery does not encourage their staff to write about their work in any way and requests them not to do so. Above all else, everyone needs to use good judgment about which materials make their way online.

This policy will set forth guidelines that staff, children and parents should follow for all online communications in reference to Foxglove Montessori Nursery.

Relevant Technologies

This policy includes (but is not limited to) the following specific technologies:

- Personal blogs
- Twitter
- Facebook
- MySpace
- Personal Web sites
- LinkedIn

Procedures

All staff should take the following into consideration when using social media:

- At no time should any personal posts or blogs make reference to Foxglove Montessori Nursery children, parents and family members or any other persons including employees or students at the setting, working in any context.
- At no time are staff permitted to bring in a camera from home, nor use their personal mobile phones for social networking on the nursery premises.
- At no time must any photographs or materials be published that identify the setting, its staff or children.
- Members of staff will not have or accept children or parents of children who are about to be or are at Foxglove Montessori Nursery as “friends” or contacts on Facebook, Twitter or any other social media internet / mobile site. This would be seen as inappropriate.

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- Personal blogs should have clear disclaimers that the views expressed in the blog are the author's alone (and thereby do not represent the views of the nursery).
- When posting online, writing must be clear and in the first person. It must be obvious that writers are speaking for themselves and not on behalf of the nursery.
- Privacy settings in personal online profiles must be secure and pages should not be public and open to all. Staff should regularly check their security settings for any changes.

Disciplinary action

Any member of staff found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to the nursery may face disciplinary action that may result in dismissal. Volunteers will be asked to leave immediately. If a member of staff becomes aware of any social networking activity that identifies Foxglove Montessori Nursery in a detrimental way they should notify the Principal immediately.

Guidelines

Foxglove Montessori Nursery employees, parents and children are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the web is totally secure and if you do not wish the information to be made public, refrain from sending it over a social network site.
- In spite of security measures, be aware there is every possibility that a wider community may still access photos, blogs or posts. It is advised that you consider this carefully at point of posting and refrain from adding anything online which may cause offence either by content or language used, or call into question your behaviour or professionalism.
- It is recommended that staff check their existing social networking sites with 'a parent's eye view.'
- Always maintain professionalism, honesty and respect.

See also:

- Confidentiality Policy 03
- Work Experience Policy 12
- Safeguarding Children Policy 18
- Whistleblowing Policy 20
- Mobile Phone, Electronic Devices and Camera Policy 22

Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

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