

**Social Media Policy**

**Date Updated: April 2024**

**Date of next review: April 2025**

Woven Nursery and Preschool recognises that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions, and images. This policy has been written to safeguard the families and staff involved with the setting.

This social media policy applies to parents/carers, other family members, members of staff, work experience students and volunteers at our setting.

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

* Social networking sites e.g Facebook, Twitter, Instagram
* Blogs
* Discussion forums
* Collaborative online spaces
* Media sharing services e.g You Tube

**Employees**

* Employees must not discuss Woven Nursery (including colleagues, children, parents, or the organisation) in conversations that take place on social media in any way that goes beyond giving out information which is already freely available on the nursery website
* People may publicly ask for opinions on our nursery & others in the area, staff are advised not to engage in such discussions. If tone of online conversations is critical of staff members or the nursery then it must be reported to the manager for investigation. Do not be tempted to defend colleagues/nursery or get involved in the discussion
* Employees must not create social media friendships with parents of children at the nursery. This is so that the Manager can be confident that the correct professional relationships are being maintained between staff and parents. Exceptions are made for preexisting relationships before a child starts
* Employees must not place any images of the nursery children onto social media without consent

**Volunteers/Work Experience Students**

* Volunteers/work experience students may not have the same understanding/training of Safeguarding
* Some Guidelines:
  + Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are
  + Do not discuss the nursery in any way on social media
  + Do not attempt to establish any relationships with parents/carers of children at the nursery on social media during your volunteering/work experience. Exceptions are made for preexisting relationships
  + Do not take any photographs of the nursery children on your own phone. If you are asked to take photographs of children, then they must only be taken using devices belonging to Woven Nursery

**Parents/Carers**

* We would like to request that parents/carers and their families adhere to some safeguarding guidelines:
  + Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are
  + Please do not reveal the names of other children and their parents/carers who attend Woven Nursery and Preschool, or anything else that could reveal their identities
  + If you have any negative opinions or concerns about any aspect of how Woven Nursery and Preschool is run, do not discuss it on social media. Such concerns should always be reported to the Manager so that they can be investigated, discussed, and resolved formally
  + If any opinions are discussed on social media which result in any detrimental effect on Woven Nursery and Preschool, its employees, its children, or its parents/carers, then the nursery will follow formal proceedings to investigate
  + Do not create any social media friendships with staff/volunteers at Pre-school – this is so that the Manager can be confident that the correct professional relationships are being maintained between staff and parents. Woven Nursery will make an exception to this rule if a parent has an existing relationship with an employee/volunteer before your child starts at the setting. This rule no longer applies once your child has left Woven Nursery
  + If you become aware of any conversation taking place on social media about the nursery and the tone of that conversation is critical of individual staff members or of the organisation, then it must be reported to the Manager for investigation
  + Photographs they take at Woven Nursery’s special events are for personal use only and should not be put onto any social media channel if they feature any children other than your own child

**Conditions of Use of Woven Nursery and Preschool Parents/Carers Facebook Group**

The use of this group is for announcements/discussions such as:

* Sharing information about what children have been doing each day
* Encouraging support of fundraising activities
* Providing parents/carers who don’t know each other, with a means of contacting each other without having to ask Pre-school to do it for them
* Sharing of useful information
* Reuniting lost property to the correct person