



Wattisham Airfield Childcare Centre

Social Networking

Wattisham Airfield Childcare Centre takes its responsibilities for safeguarding and promoting the welfare of the children in its care, and the families who use our service highly. We therefore take seriously any breach of confidentiality or misrepresentation of the setting, for these reasons any member of the committee or staff found to be infringing on the settings reputation will be dismissed from their position.

Staff members, committee members, students and volunteers are encouraged to think carefully about the information which they provide on social network websites and the way in which it can be manipulated when published. (websites such as Facebook and Twitter) Wattisham Airfield Childcare Centre is committed to delivering a high quality service which is accountable and maintains public confidence.

Under no circumstances must a member of staff display any information about the nursery setting, the nursery staffing team and/or nursery children on their personal social network site.

Employees must:

- Adhere to the confidentiality policy at all times which includes not sharing confidential information regarding other staff members, children or parents.
- Do not display your place of work under any circumstances on personal social media sites
- Act wholeheartedly in the interests of the Company at all times promoting a good company image.
- Do not post pictures of staff members in nursery uniform, on nursery premises or pictures of children on personal social media sites.
- The company asks that topics about the workplace are not discussed for confidentiality or legal compliance reasons.

- Personal issues will remain confidential to the people involved.
- Where staff members are friends with parents that attend the setting, children in Wattisham Airfield childcare care must not be discussed over any networking site.
- Upon discovery that this has occurred disciplinary action from the company may be sort.

If Wattisham Airfield Childcare Centre reputation is subject to an unwarranted attack by a blog or information received and sent over the internet, the company has the right to undertake steps to protect its reputation. Users should not use the internet or websites to vent their opinions about the organisation.

Where a user has either disclosed confidential information or breached the company's data protection obligations and by doing this has harmed the reputation of the company, this will be treated as misconduct and will be dealt with in line with the company disciplinary procedures. In serious cases it could be treated as gross misconduct and could ultimately lead to summary dismissal (dismissal without notice)

Guidance for using social networking sites:

- Information published on your blog(s) should comply with the settings confidentiality and data protection policies. This also applies to comments posted on other blogs, forums, and social networking sites for example: Face book, Twitter, MSN etc.
- Be respectful to not be discussing the setting, other employees, parents and competition.
- Your online presence reflects the setting, be aware that your actions captured via image, posts, or comments can reflect negatively.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Our Face book page

We currently have a face book page to promote events and can use as additional ways to communicate with parents. Posts on face book are permitted by management and Rebecca Broomhead (Our Facebook Admin) only and permission from parents will be sort if photos are to be posted on this site.

This policy was adopted at a meeting of _____ name _____ of
_____ setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management _____
committee

Name of signatory _____

Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ signed _____

Date _____ signed _____

Date _____ signed _____

Date _____ signed _____