Social Networking Policy

Social Networking is a part of everyday life and can be a great way to share news, ideas and have constructive discussions. However it can only be used as such a tool when strict guidelines are followed.

Little Steps Day Care Ltd will never post pictures of the children on the internet, whether it be on Facebook, Twitter or our own website.

Guidelines for Parents

We understand that many of you will use social media and enjoy sharing news and stories with your friends and family. We actively encourage you to share your experiences and news about Little Steps with others, however we ask that do not share confidential information, that you never mention names of other children or staff at the setting and that you respect other people's privacy. This is to protect the children, parents & families of the setting along with the staff.

Guidelines for Staff

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 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
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity
    - We advise that personal relationships with parents of the setting are not

commenced while in employment at Little Steps Day Care Ltd. If such relationships occur, all necessary efforts must be made to ensure it does not affect a staff member's ability to work professionally while at the setting.

- 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 this social networking policy could result in disciplinary action.

Little Steps Day Care Ltd has a Facebook page available. This is a communication tool for the setting. We will use it to

- Promote certain events such as parent consultations, trips, social events & visitors
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events (never containing pictures of any children without written parental consent)

The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will 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 contact the nursery manager.