

## **12. Social networking**

### **Policy**

The use of online social networking sites (e.g. Facebook, Twitter etc) has become a very significant part of life for many people. There have however been occurrences where such social networking sites have been used for negative reasons and this policy is in place to establish guidelines to be followed by Little Moonbeams staff and students.

### **Procedure**

#### **Staff, volunteers and students**

- Employees should not make any negative or unpleasant reference to individuals associated in any way with the nursery. Instances where Little Moonbeams is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied
- An employee should not disclose confidential information relating to his/her employment at Little Moonbeams
- Employees must not disclose the names or any additional information about the children and families in the care of Little Moonbeams
- Sites should not be used to verbally abuse any parties involved with Little Moonbeams. Privacy and feelings of others should be respected at all times. Care should be taken to avoid using language which could be deemed as offensive to others.
- If information on the site raises a cause for concern with regard to conflict of interest, employees should raise the issue with the Nursery Manager
- Viewing and updating personal sites should not take place during working times.

*Any serious misuse of Social Networking sites that has a negative impact on Little Moonbeams will be regarded as a disciplinary offence.*

Little Moonbeams does not discourage staff and students from using such services. However, all should be aware that Little Moonbeams will take seriously any occasions where the services are used inappropriately.

#### **Use of social networking sites – Parents/Carers**

Parents are respectfully asked not to make any negative reference to Little Moonbeams or individuals associated in any way with the nursery.

Sites should not be used to verbally abuse staff or any parties involved with Little Moonbeams.

If parents have any concerns or complaints they are asked to take these up directly with the management team and not to use social networking sites as a method of contact.

If parents/ carers use social networking sites to intentionally bring the name of Little Moonbeams into disrepute the management reserve the right to cease any care provided for the children of the family.