

Portobello Toddlers Hut

Charity number: SCO 21068

Social Media Policy

Policy adopted:

Signed:

Portobello Toddler's Hut social media & website policy

There are too many social media sites to mention them all by name. This policy covers them all.

It is important when using social networking sites such as Facebook or Twitter and the Portobello Toddlers Hut website that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation.

Staff & volunteers guidelines when using social media sites include but are not limited to:

- Must not mention any of the children from the playgroup on their online profiles;
- Must not write direct or indirect suggestive comments about Toddler's Hut on their online profiles;
- Must not publish photos of the children on their online profiles;
- Must not publish photos of other staff while in the nursery on their online profiles;
- Must not write anything about other staff members on their online profiles;
- Must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours;
- Must not mention any of the companies that Portobello Toddler's Hut works with on their online profile;
- Any breaches of the Facebook & social networking policy could result in disciplinary action;
- Portobello Toddler hut logo and, or trademarks may not be used without written consent;

Staff and committee specific guidelines:

- In order to maintain professional boundaries no personal invitations to be friends from parents of the nursery should be accepted unless they know them in a personal capacity;
- Online profiles should be set to private so that only friends are able to see their information;
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional;
- The playgroup name should not appear anywhere in their personal profile;

- Staff must not disclose any information that is confidential to the playgroup or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act.

Portobello Toddler's Hut has a Facebook page and a website. These are information sharing tools for the playgroup and local community. The Facebook page will be used to give news. The website will be used for background/general information, policy documents & fundraising. Staff members will have overall content management of both the Facebook page and the website.

The intent of this policy is to protect the privacy and rights of the playgroup, staff & families. We will therefore 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.

If you would like to report an inappropriate comment then please send an email to toddlershut@ymail.com

Mobile phone use:

- Toddler's Hut believe their staff and volunteers should be completely attentive during their hours of working, to ensure all children in the setting receive good quality care and education. This is why personal mobile phones are not be used during working hours.
- Mobile phones are to be kept in the office during working hours.
- Mobile phones must not be used unless permission is granted by the manager and then this must be away from the children.

Other policies that relate to this are:

Child Protection Policy.

Confidentialty Policy