

**The Strawberry Patch Nursery & Pre-School**  
**1.5 Social Networking Policy**

## **Policy Statement**

**“The Strawberry Patch is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”**

This social networking policy applies to our members of staff, students and volunteers and Parents/Carers of The Strawberry Patch Nursery and Pre-school and sets out guidelines that should be followed for all online communications. Whilst social media, professional networking sites and personal web sites are all useful technologies, everyone needs to use good judgement about what makes its way online.

## **Relevant technologies**

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

- Personal blogs
- Twitter
- Facebook
- Instagram
- Whatsapp
- Messenger
- LinkedIn

## **‘Tapestry’ online learning journals.**

- The Tapestry online Learning journal system is hosted by a secure dedicated server based in the UK.
- Staff will record your Childs development through secure online learning journals (Tapestry).
- Parent/Carer consent is gained before the online learning journal is started.
- On occasions there may be times when staff updates these journals at home, parents give permission on the consent form for this to happen. We fully understand and will abide by any parents wishes who do not give their consent.
- All photographs will be uploaded on to Tapestry in the nursery. Staff will add observations to these at home, with parental permission. The key persons memory sticks must be left at the nursery and not taken home.
- Parents and carers are given the responsibility for choosing what to do with any personal data contained in the learning file, once it is in their possession. However parents must be aware that they are not permitted to ‘publicise’ another child and must therefore be reminded that they must not share, distribute or display said images. If this happens they will lose the right to have Tapestry. **(see learning story policy, safeguarding and children’s welfare policy)**

## **Procedures**

Staff, students and volunteers using social networking sites must:

- Refrain from divulging any information about children and parents within the setting. (see Confidentiality policy).
- Refrain from making comments that may be seen as detrimental to the reputation of the nursery.

- Maintain professionalism by not accepting parents/carers as 'friends' on social networking sites.
- Ensure that photographs or materials published on social networking sites do not identify the nursery, its staff or children and their families.
- We talk to our parents/carers about social networking sites and the implications it may have on the setting, staff, children and their families if information or photos were uploaded and deemed detrimental to anyone associated with the nursery.
- We ask parents at special events (Christmas, sports day etc...) for their permission for photographs to be taken by other parents, as it might also include their child, and if they were to put them on social network sites not to have any other child or adult in the picture. Signed permission is also given on the enrolment forms.
- Take precautions to safeguard themselves and The Strawberry Patch Nursery and Pre-School and all parties involved with the Strawberry Patch, children, staff/colleagues, parents etc from online Extremism and Radicalisation (**see Preventing Extremism and Radicalisation, Safeguarding policy**)

### **Disciplinary action**

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to The Strawberry Patch Nursery and Pre-School may face disciplinary action that may result in dismissal. Student and volunteers will be asked to leave immediately.

**If a member of Staff/Parent/Carer becomes aware of any social networking activity that identifies The Strawberry Patch Nursery, staff, children or families in a detrimental way they should notify the Nursery Manager, Emma Marsh or Rachel Baillie, Operations Manager.**

**Signed:** RBaillie

**Date:** September 2020

**Review:** September 2021