



## Social Networking Policy

See also; Use of mobile phones and camera policy

Hyde n Seek nurseries are aware of and acknowledge the increasing use of social networking sites.

The widespread availability and use of social networking brings new opportunities to engage and communicate with stakeholders and potential clients. It is important therefore that we use this technology and service effectively and flexibly. It is also important to ensure that the nursery is not exposed to legal risks and that its reputation and values are not adversely affected.

This policy is adopted to protect staff and provide guidance on dealing with inappropriate use of these sites. It also has implications for our duty to protect and safeguard children.

All staff must be made aware that information they share through social networking, even if they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding of vulnerable groups act 2006 and other legislation. They must also operate in line with the nursery Equality and Diversity policy.

The use of social networking in work time for personal use is not permitted. Using social networking as part of the nursery is agreed by the Manager. While posting messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. Hyde n Seek Nursery expects that users of social networking will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with the terms of use.

Social Networking (SN) terms of use;

- SN must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the nursery into disrepute.
- SN must not be used for the promotional of personal financial interests, commercial ventures or personal campaigns
- SN must not be used in an abusive or hateful manner
- SN must not be used for actions that would put the staff in breach of SSSC codes of conduct or organisation policies.
- SN must not be used to discuss or advise any matter relating to nursery conduct, staff, parents or children.
- Staff must be aware that if their out of work activity causes potential embarrassment for the organisation or detrimentally effects the company reputation then the employer is entitled to take disciplinary action.

- Photographs, images, and videos of Hyde N Seek employees in uniform (whether yourself or a colleague) or at a place of work, must not be placed on any personal social networking site.

Violation of this policy will be considered as gross misconduct and can result in disciplinary action being taken against the employee up to and including the termination of employment.