TRAINING DEPOT DAY NURSERY

2-4 Brook Street
Luton, Bedfordshire
Telephone : 01582 730510
www.trainingdepot.co.uk

Ofsted
Outstanding
2010/2011

INVESTORS IN FAMILIES

Healthy
Under 5's

Cyber Safety/Use of Social Networking Sites Policy

The children in the setting have no free access to the Internet. There is frequent usage of ICT by all the children. Signed parental permission is required when the Nursery uses any images of a child on our website or Facebook. Staff internet access is only accessible with permission from Management. Clearance would have to be given to view or download the material requested. Only Management and senior staff have individual passwords that are confidential.

Employees of Training Depot Day Nursery must adhere to the following restrictions when using Social Networking sites:

- Staff must be aware of keeping all details regarding Nursery confidential including staff members, parents, children, students or volunteers, or any issues, occurrences, events or concerns that have happened or are due to happen at Nursery.

- It is important for Staff to maintain their responsibility as professional childcare workers and not to foster online friendships with parents. We also discourage parents from discussing the Nursery on Social Media sites. If parents have an issue with the Nursery, we encourage them to talk to a member of staff.

- If any staff members have parents that are family on a social networking site, then there should be **NO** discussions about the **Nursery, Staff, Children, Parents etc**. If the parent has any questions, concerns etc. This will be dealt with professionally in the Nursery setting with the Nursery Management.

- Staff are not permitted to hold conversations, discussions, interactions or opinions with another member of staff, a friend, parent, student or volunteer on email, Facebook, chat rooms, Twitter or any other form of media that can be viewed or heard by someone else, in relation to any details regarding the **Nursery, Staff, Children, Parents, Students, Volunteers**, an issue, occurrence, event or concern that has happened or is due to happen at Nursery.

- Staff, under no circumstances, are to use social networking sites whilst in the Nursery rooms, use is only permitted during staff break times in the Staff Room.

- Emails are used to inform parents of upcoming events, trips, bank holidays etc, Instagram is used to update parents of the activities that are happening within the nursery.

Disciplinary procedures will be actioned against any member of staff being seen to have disregard for this rule or if the Nursery is brought into disrepute.

Please read the Internet Acceptable Use / Email Policy and E-Safety Policy and Mobile Phone Policy in conjunction with this Policy.

Reviewed in August 24 by Mrs Sandhya Godhania