



Staff Social Networking Acceptable Use Policy

Victoria Park Day Nursery CIC

1. As part of the setting's drive to encourage safe and appropriate behaviour in the use of today's technology, Victoria Park Day Nursery CIC will support the setting's approach to online safety (e-Safety). We are aware that Facebook and Twitter are a public and global communication tool and that any content posted may reflect on the school, its reputation and services. We will not use Facebook and Twitter to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
2. We will not disclose information, make commitments or engage in activities on behalf of the setting without authorisation from the setting Designated Safeguarding Lead (Jo Cameron) and/or the Board of Directors. The Directors retain the right to remove or approve content posted on behalf of the setting.
3. We will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. The Directors and setting Designated Safeguarding Lead will have full admin rights to the Facebook group and Twitter. We will ensure the Facebook group remains 'private' and will remove all parents/carers from the group when their child/ren leave the setting.
5. Where it believes unauthorised and/or inappropriate use of Facebook and Twitter, or inappropriate behaviour may be taking place, the setting will exercise the right to ask for the content to be deleted or deactivated.
6. We will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
7. We will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Directors and/or Designated Safeguarding Lead urgently.



8. We will ensure the Facebook and Twitter page/site is moderated on a regular basis as agreed with the school Designated Safeguarding Lead.
9. We have read and understood the setting's Online Safety (e-Safety) policy, which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. We have ensured that the site has been suitably risk assessed and the Directors have agreed this use.
10. If we have any queries or questions regarding safe acceptable practice online we will raise them with the Directors or the Designated Safeguarding Lead (Jo Cameron).