

## **Staff Policy - Social Networking Policy**

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Equality Act 2010
Code of Conduct	Freedom of Information Act 2000
Confidentiality Policy	Mobile Phone Policy
Data Protection Act 2018	Staffing and Employment Policy
Discipline and Grievance Policy	Whistleblowing Policy

A research paper from the Institute of Employment Studies, commissioned by Acas, highlights the difficulties some employers are having in setting standards of behaviour for the use of social networking tools. The report advises employers to take a "common sense stance" to regulating behaviour and to draw on "norms that might apply in non-virtual settings". In other words, treat 'electronic behaviour' as you would treat 'non-electronic behaviour'.

This policy sets the acceptable use of social networking to ensure:

Protection against liability for the actions of its workers with clear guidelines for employees on what they can and cannot discuss

Employees draw a line between their private and professional lives

Compliance with the law on discrimination and data protection

All employees of Merry go Round Day Nursery will be expected to abide by the following:

Internet & Email – staff will not be permitted to use any Nursery equipment to access their personal internet pages or email.

Mobile/Smart phones/watches (Apple watch, Fit bits) – staff are permitted to use their own equipment during breaks within the staff room and/or office only – see Mobile Phone Policy.

Staff are not permitted to use their own equipment for nursery purposes.

Social Network sites (including Facebook, Twitter & blogs) – staff are advised to ensure their privacy settings on such sites are set to only allow their friends to see their information and updates. Staff are not permitted to send or accept friend requests from parents whose children attend the setting. If staff are already friends with parents on such sites before their child attends the setting, it is permitted to remain friends under the condition that confidentiality is paramount and under no circumstances should the Nursery or its service users be referenced or discussed either publicly or through private messaging. Any existing friendships should be brought to the Manager's attention. Staff are permitted to friend other staff members and must remain professional at all times.

Data protection – under no circumstances should any child, parent, family or other person connected with the Nursery, or the Nursery itself be discussed or referenced on Social Network sites. Breach of Data protection and/or confidentiality would result in disciplinary action – this action will take non-virtual and virtual actions as the same.

## *Merry-go-Round Day Nursery Policy*

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Human Rights Act 1998 gives a 'right to respect for private and family life, home and correspondence'. The provision is directly enforceable against public sector employers, and all courts must now interpret existing legislation in relation to the Human Rights Act. Case law suggests that employees have a reasonable expectation of privacy in the workplace.

Should staff experience bullying of any kind through electronic (or non-electronic) contact with other staff or anyone connected to the setting, this should be brought to the Manager's attention immediately.

Staff are not to use social networking sites to communicate with managers/senior staff for work purposes, such as when off work due to sickness, or out of office hours for any other work related query.

**Adoption Date: 1<sup>st</sup> September 2020.**

**Signed:**

*Nm Orel*

### **Annual Review**

Reviewed 1<sup>st</sup> September 2021

Reviewed 1<sup>st</sup> September 2022

Reviewed 1<sup>st</sup> September 2023

Next review 1<sup>st</sup> September 2024