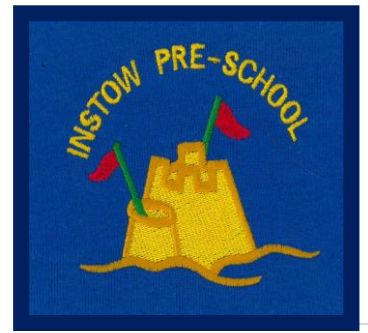


## Instow Community Primary and Pre-School Staff use of Facebook and Social Networking Sites



**There are too many sites to mention them all by name. This policy covers them all.**

It is important when using social networking sites such as Facebook, Instagram, Tiktok, Houseparty or Twitter etc. that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the School and Pre-School's reputation and the staff's own personal reputation.

Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to:

- Staff must not publish photos of the children on their online profiles
- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to 'like' the official Facebook page.
- Be cautious & mindful when accepting friend requests from colleagues.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- The School and Pre-School logo must not be used in social media apart from the official Facebook page.
- Staff must not put the settings contact details on social media. Parents should be signposted to the Instow School and Pre-school web page.
- Staff will not have the School and Pre-School name anywhere in their personal profile.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.
- Staff must use social media in a professional, safe, responsible and respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.

- Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Instow School and Pre-School treat 'electronic behaviour' as it would 'non-electronic behaviour'

Instow School and Pre-School has a Facebook page available. This is a communication tool for the setting. We will use it to:

- Promote certain events such as trips, social events & visitors
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news

We also want to invite your thoughts & comments.

The Head Teacher is the page administrator and reserves the right to remove any comments at any time.

The intent of the policy is to protect the privacy and rights of the School and Pre-School staff & their families.

We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to [admin@instowcps.co.uk](mailto:admin@instowcps.co.uk)

Other policies that relate to this are

- Photographs, Video and Computing policy
- Safeguarding policy
- Confidentiality policy

Signature of Chair of Governors ..... Reviewed June 2025

The policy will be reviewed June 2027