

**BI-NUR-023 NURSERY SOCIAL NETWORKING &  
ONLINE EVENTS POLICY**

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Define the approval authorities for the document			
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1.0	Nursery Management Committee		23 February 2023

Distribution			
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23 February 2023		V1.0	
This policy should be assigned to the following groups; Please tick one box for each group.			
Group Name	Mandatory	Group Name	Mandatory
All Users	<input type="checkbox"/>	Heads of Department	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	BCE Staff	<input type="checkbox"/>
Researcher (Wet)	<input type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
Researcher (Dry)	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
BSU Staff	<input type="checkbox"/>	Credit Card Users	<input type="checkbox"/>
BSU Users	<input type="checkbox"/>	Ionising Radiation Users	<input type="checkbox"/>
Notes:			

Associated policies, procedures and guidance
This policy should be read in conjunction with:

## 1. Restrictions

- 1.1. We feel that restrictions need to be placed on staff when they access social networking sites and use online platforms for sharing events, undertaking learning and holding meetings.
- 1.2. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

## 2. Social Networking

- 2.1. This age group of children sleep on individual bed mats in their base rooms. Each child has their own named bed and individual bedding which is placed on the bed daily. The bedding is laundered each week. The bed mats are wiped with sanitizer spray after use.
- 2.2. Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation.
- 2.3. Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery or impact a child.
- 2.4. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times
- 2.5. Photographs taken whilst at nursery (this includes social events such: as the BBQ, sports day, Christmas Play; photographs taken within the building, photos of children) must not be posted on Social Networking Sites such as 'Facebook'.

## 3. Facebook Closed Parent Group – For enforced closure

- 3.1. In the interests of maintaining links between nursery, families and children during enforced closures, Babraham Nursery will operate the closed Babraham Parent Facebook Group.
- 3.2. This group is operated by Babraham Nursery and only the Head of Nursery, Deputy or an appointed Senior can authorise uploads and approve requests to join the group.
- 3.3. Only current nursery staff and current nursery parents will have access to the group, upon leaving nursery individuals will be removed from the group.
- 3.4. All activities uploaded are designed to support the learning, development and interests of the children at nursery. Whilst reflecting the nursery ethos, policies and procedures.
- 3.5. The Closed Facebook Group will only include uploads of staff led activities, unless parents have given specific permission for their children to be included on camera for each activity

that has been planned and then uploaded. Recordings of children will not be uploaded without signed permission.

## **4. Platforms for online meetings and events**

- 4.1. As a result of Covid-19, Nursery has increasingly relied on online platforms, such as, Zoom or Microsoft Teams to communicate, train and hold general nursery events.
- 4.2. Invites to Zoom and Teams events are sent via email and in the case of parents being invited these are sent blind to ensure email confidentiality.
- 4.3. We ask that when staff or parents use these platforms that they are mindful of where they are situated, given that the use of a microphone and camera is used. For child-based events, staff will ensure that the online safety of all is considered, no platforms will be used in the vicinity of the bathrooms or in other areas where a child may be in a vulnerable state. Parents sign their permission for their child to participate in online child-based events (via Zoom or Microsoft Teams) that occur within the nursery day. For events, such as the bedtime stories that occur outside nursery hours, parents are made aware verbally of the event and via email for online events and they are able to choose whether to accept the link and join the event/meeting.
- 4.4. Staff using these platforms for training purposes and general meetings, will do so out of base rooms, unless it is taking place out of hours.
- 4.5. We ask that in addition to being considerate and respectful of where the camera is situated during online meetings and events we ask staff remain professional and all users consider the suitability of the language that is used too.

## **5. Further information**

- 5.1. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.
- 5.2. This policy was adopted in October 2012, reviewed 7th January 2014, 8th January 15, January 16 and January 17. This policy was amended April 2020 and Spring 2022.