



Use of Social Networking Sites

As an employee of Larkfield daycare you must adhere to the following restrictions when using social networking sites:

- Staff must NOT mention the nursery, staff, parents or children during discussions on any social networking sites.
- Staff must NOT use social networking sites during working hours, this includes during breaks and lunches.
- If any staff members have parents as friends then there should be NO discussions of the nursery, staff or their child/children. If parents have any questions / concerns regarding their child, nursery or staff then this should be discussed in a professional manner with management at the nursery.
- Staff must NOT mention their place of work on their personal profile page.
- There MUST not be any pictures of the nursery, children or staff (unless permission by individual staff is received).

If / when your employment at Larkfield daycare commences, then you must continue to follow restrictions such as: Discussing the nursery, staff, parents or children on any social networking sites. If any staff member does not adhere to this policy then disciplinary action will be taken. This could lead to instant dismissal depending on the restrictions you have breached, otherwise it will be as detailed in the disciplinary policy.