Social Networking Policy

Social media is a large part of the world we live in and as such Millfield, we need to make sure we protect our children by having procedures in place for safe use.

We the Millfield website for newsletters to share pictures of the activities the children have accessed at nursery.

In order to safeguard children we ensure:

- We have prior written permission in place from parents before posting any images of children on our website
- Only the designated person/nursery owners and manager can post on our website
- Monitor comments on all posts and address any concerns immediately.

STAFF USE OF SOCIAL MEDIA

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

- When using social networking sites such as Facebook or Instagram staff must:
    - Not name the setting they work at
    - Not make comments relating to their work or post pictures in work uniform
    - Not add parents as friends or send private messages to any parents/family members
    - If a parent ask questions relating to work via social networking sites, they should direct them to the manager
    - Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
    - Report any concerning comments or questions from parents to the manager/safeguarding lead
    - Follow the staff behaviour policy
    - Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
    - If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Policy Reviewed
August 2026