



Garden Cottage Nursery

ICT EQUIPMENT, SOCIAL NETWORKING SITES, MOBILE PHONES & CAMERAS FOR PARENTS

At Garden Cottage Nursery the care and safety of the children is our priority and in order to safeguard the children we do not allow mobile phones to enter the nursery at any time. If you need to make a phone call when dropping off or collecting we are happy for you to use the nursery phone.

Computers are provided for the children's use and have a security programme to protect from unsavoury downloads. The use of mobile phones, cameras or recording devices of any kind for personal use is not permitted and only nursery cameras may be used to take photographs of the children. These images are strictly to be used within the setting with the permission of parents/carers. Separate permission must be sort for any images that the setting would like to use for publicity or external use, and care taken that only children whose parents have given permission appear in any publicity

Garden Cottage Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach confidentiality or offend anyone when using these sites.

Staff at Garden Cottage Nursery are not allowed to request or be friends with parents on any social media site, this is stated clearly in their contract and nursery policies. This is for the safety of the children and staff we would therefore request that you do not make any requests for staff to join you on social media sites as they will have to decline. If a staff member makes a request to you we would kindly ask that you inform either Jane or Kerry.

When using social networking sites committee members/parents should give due regard to the following:

Never use images of children other than their own

Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the nursery Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the nursery.

Information published on your blog(s) should comply with the Confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.



Always be respectful to

The nursery, other staff members, Parents and relatives, Children, Partners, Competitors,

Parents should be aware that any disrespectful comments to the above may be seen as libellous.

Please be aware that your actions captured via images, posts or comments can reflect on our setting.

Do not reference or site other parents, other children or staff at any time

Any parent who becomes aware of social networking activity that would be deemed distasteful, please could you inform Jane as soon as possible, as we have a duty to keep the children attending the setting safe and secure at all times.