



St. Brendan's Nursery Class



Social Media/Acceptable Use of ICT Policy – for staff

Definition of Social Media:

- *forms of media that allow people to communicate and share information using the internet, mobile phones or devices. Some popular social media sites include Facebook, Twitter/X, Instagram etc. but this is not an exhaustive list.*
- **Communication** – Staff should be open, transparent and appropriate
- **Social media** – Apply the same rules to your own social media that you teach the children. Do not post anything that you would not be happy for anyone to see.
- Roles and responsibilities may be different within the nursery, but we are all responsible for keeping children safe and ourselves safe.
- **Be aware of boundaries** – keep yourself safe
- Staff should **not** become friends on social media sites with children and young people they work with or with their families.
- Appropriate Relationships with pupils, parents, staff and partner Agencies – mutual trust and respect.
- It is important to keep your work life and private life separate. Do not comment, like, re-tweet etc. any posts relating to work, school staff or children.
- Do **not** give out personal mobile numbers to children and young people or parents.
- Stay professional.
- Professional Standards of Practice must be adhered to by all staff - [Code-of-Conduct-for-SSSC-Employees.pdf](#)

Staff use of Personal Devices

- All staff should ensure that **they do not take photographs** of children and young people on a personal device.
- This includes, though is not limited to the following areas:
 - Whilst on trips and excursions

- For social media
- For school newsletters and displays
- For school website
- Sharing with local press.

Any photographs/videos must be taken on a School Device

All staff within educational establishments are advised to use a school device when taking images of children for reporting and recording of learning purposes. Any images taken must also be in line with parental permission, which should be obtained at the point of enrolment and updated annually.

The above information is included in NLC's Annual Child Protection training for all staff.

Reviewed: May 2024

Reviewed: May 2025

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