

## Cornton Nursery



### E-Safety & Social Media Practice Guidelines

#### FAMILIES & FRIENDS

##### Social Media in Cornton Nursery

Social Media is promoted by Cornton Nursery in order to promote effective communication, deep learning and an ethos of community and belonging amongst our children, families, staff and partners. At present, Social Media in Cornton nursery enhances already existing communication methods and includes the following:

- Cornton Nursery Twitter feed: Search @corntnu
- Cornton Nursery Facebook: Search [@corntnu@stirling.gov.uk](https://www.facebook.com/corntnu)
- Email: [corntnu@stirling.gov.uk](mailto:corntnu@stirling.gov.uk)
- Website: <https://blogs.glowscotland.org.uk/st/corntonnursery>
- Use of the Internet for research
- Pages on local websites/feeds such as Cornton Baptiste church/Primary School.

These guidelines have been developed to raise awareness of the benefits, risks and mitigations in the use of Social Media at Cornton. They have been adapted from policies developed for Stirling Council, e-safety advisers and Scottish Social Services Council (SSSC). They also promote Stirling Council's values of engaging with others in an ethos of openness and transparency. Adhering to these guidelines will ensure Social Media remains a fun, interactive asset that is enjoyed by all within our nursery and wider community.

##### Community Constitution/Shared Values

Our Community Constitution in Cornton Nursery has been developed and signed by children, families, staff and partners. It reflects our shared values, which are visible in our nursery foyer. These are brought together within our Community Constitution under five main headings:

*...all children, families, staff and partners will engage in play and learning and communicate;  
**Safely, Respectfully Fairly, Fully, & Joyfully.***

These behaviours are also expected to be evidenced by all who communicate electronically within our community, as this is increasingly becoming part of our daily communication and interactions. Cornton Nursery Social Media will never be used to name individuals, target or slander.

##### Social Media: Benefits

As outlined above, Social Media allows us to communicate and to effectively share information and to a wide/target audience. It also promotes collaboration and a sense of community amongst our families and friends, and can be used to promote the work of the

nursery. At present, it is also being used to provide personal and professional learning communities for staff, in order to improve outcomes for our children and families. In the near future, we are hoping to develop our Social Media feeds, as a means of gaining opinions and suggestions for improvement from our nursery and local community.

#### Social Media: Risks

If our Community Constitution is not adhered to, some posts may be deemed derogatory, offensive, or menacing in character. They may become a risk to the reputation of nursery and to individuals. Some information or photos may be taken out of context, re-used inappropriately or information overload may disengage impact.

#### Social Media: Mitigation

E-Safety is our priority in Cornton Nursery, therefore a full risk assessment has been conducted and the following control measures have been implemented as a result. These measures will hopefully ensure that the benefits of Social Media outweigh the risks:

- Both Twitter & Facebook Pages have 'Private Settings' applied, which ensure only accepted 'friends' and 'followers' have access to posts and feeds.
- Accepted 'friends' and 'followers' will be known and vetted by either Head of Centre, or one of two identified Social Media officers. (Admin Officer/Family Worker)
- Cornton Community Constitution will be adhered to at all times or posts/people will be blocked and any necessary legal action taken.
- Where possible, images posted will primarily be of learning opportunities or from afar. (As images can be copied onto mobile devices within the closed group).
- Where possible, close ups of a child's face will not be posted.
- Names of children will not be posted alongside an image of the child.
- Hacking or inappropriate posts will be removed as swiftly as possible with an explanation as to why.
- Head of Centre will operate an open door policy to receive feedback on Social Media effectiveness.
- Families/Friends will be asked not to copy/forward any posts to people out with the closed group.
- All families and staff will sign the Social Media 'User Agreement', to ensure they are fully informed regarding their responsibilities, when using Cornton Nursery Social Media.

#### User Agreement:

I, .....have had the opportunity to read or discuss the above Cornton Nursery Social Media Practice Guidelines. I fully understand my responsibilities in ensuring this remains a safe, respectful asset for our nursery community.

Signed.....

Date.....

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#### STAFF

##### Social Media in Cornton Nursery

All staff are advised to read Cornton Nursery FAMILIES AND FRIENDS Social Media Guidelines. This is particularly relevant if you are a 'Friend or Follower,' on one or more of Cornton Nursery Social Media sites\*

##### Social Media: Registration Requirements

These guidelines document guidance from the Scottish Social Services Council (SSSC). The SSSC are the regulatory body responsible for ensuring the registration of all Social Services Workers. All Early Childhood Educators, Family Workers, Senior Early Childhood Educators, Depute Heads and Head of Centre within Cornton Nursery, require to be registered with the SSSC.

There is a clear message to staff from the SSSC to exercise caution when using Social Media for personal/professional purposes. As registered Social Services workers, staff adhere to the SSSC Codes of Practice. Code 5 states; "You must uphold public trust and confidence in social services whether you are inside or outside of work..." (SSSC, Using Social Media)

This document states that behaviours which are in breach of these could be viewed as misconduct and ultimately result in de-registration. It suggests social media can often "blur the lines between your personal voice and your professional life."

The following advice has been given to ensure staff adhere to the Codes of Practice at all times, whilst online.

- Friending, or allowing a person who uses the service (or their carer) to be your online friend or follower, is not acceptable for a registered Social Services worker.
- Avoid putting your place of work on your personal page.

##### Social Media: Stirling Council

The following Stirling Council (SC) policies support the expected standards of behaviour in the use of Social Media:

- SC Code of Conduct
- SC Code of Ethical Standards

- Media Protocol Policy
- Information Security Incident Management Policy
- Information Management Guidelines
- Internet Acceptable Use Policy
- Email Acceptable Use Policy
- Equal Opportunities Policy
- Whistleblowing Policy
- Disciplinary Policy

In these policies Stirling Council wish to promote the benefits of engaging in Social Media, whilst providing staff and families with clarity on the safe use of Social Media. They assist staff to distinguish between the use of Social Media in their personal and professional lives. Here, they also strongly recommend that staff remove their place of work from personal accounts.

Stirling and Clackmannanshire Education Service also promote the use of Social Media to enhance learning and teaching in Scotland, through collaboration and professional learning networks. However, they suggest 3 types of accounts:

1. Council Account: All communication is appropriate for nursery/school communication.
2. Professional Account: Set up for the purpose of linking to other professionals.
3. Personal Account: Off duty communication, however judgement should still be used.

"...using a single account for multiple purposes is therefore not recommended for educators." (S&C, Guidance on Using Twitter for Education)

In Cornton nursery, all staff will be signposted towards the above policies and training will be given to ensure essential information is cascaded both in-house, and online through e-modules. Staff will be made fully aware of their responsibilities within Social Media and good practice will be supported at all times.

#### User Agreement:

I, .....have had the opportunity to read or discuss both the Cornton Nursery Social Media Practice Guidelines for 'Friends and Family', and those for staff. I fully understand my responsibilities within the SSSC Codes of practice, and will adhere to them and those of Stirling Council.

Signed.....

Date.....