**1.7 Children's Privacy social media**

**Mobile Phones:**

Mobile phones are prohibited at Charlie Bear’s Nursery. Staff, parents and visitors are required to keep mobile phones in a locked cupboard or in their bags if visiting. The nursery mobile phone is used for calls and texts only. Individuals must exit the nursery to receive or make calls.

As access to online social media sites increases we would like to inform parents of our rules and uses.

**Social media:**

* Our Facebook page <https://www.facebook.com/charliebearsnursery> is a public page.
* Our Instagram Page charlie\_ bears.nursery is a public page
* Our website charliebearsnursery.co.uk is a public page
* We DO NOT post photographs of any children on our page without permission.
* We DO NOT name any individual children or parents in posts about our day/activities.
* If you post on our timeline it will be visible to other Facebook users and it is at your discretion if you use your child’s name in posts.
* Please respect other parents/child’s privacy and do not name or post photographs that include children other than your own without prior permission.
* We WILL occasionally post in advance of outings or activities (e.g. when it snowed) but every effort will be made to contact parents through other methods such as phone, text or Email if the information is urgent.

We are grateful for any reviews posted as all feedback is important to us. We hope you feel able to approach a staff member with any concerns in the first instance. Keyworkers welcome email communication from parents.

Parents who use other types of photographic social networking (e.g. Snapchat, Instagram) are respectfully asked to observe the above rules and refrain from posting photos of/including children other than their own.

Staff will not usually become ‘friends’ with nursery parents on social media unless a prior friendship existed. All staff have a personal Charlie Bear’s email address which they access during working hours, parents are encouraged to email, text or phone to communicate with us.

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| This policy was adopted by | Charlie Bear’s Nursery | *(provider)* |
| Reviewed On | 24/01/2024 | *(date)* |
| Date to be reviewed | July 25 | *(date)* |
| Signed on behalf of the provider | Siginsert | |
| Name of signatory | Anita Ryciak | |
| Role of signatory (e.g. chair, director or owner) | Proprietor | |