



Dynamic Ducks Ltd

Social Media Policy

Dynamic Ducks recognises that many staff enjoy networking with friends and family via social media. However, we must balance this against our duty to maintain the confidentiality of children and parents attending [Dynamic Ducks](#), as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for [Dynamic Ducks](#) both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

- X
- Facebook
- YouTube
- Tumblr
- Personal blogs and websites
- Comments posted on third party blogs or websites
- Online forums

Social media rules

When using social media sites, staff must not:

- Post anything that could damage [Dynamic Ducks](#) reputation.
- Post anything that could offend other members of staff, parents or children using [Dynamic Ducks](#).
- Publish any photographs or materials that could identify the children or [Dynamic Ducks](#).
- Accept invitations from parents to connect via social media (eg friend requests on Facebook) unless they already know the parent in a private capacity.
- Discuss with parents any issues relating to their child or [Dynamic Ducks](#). Instead invite the parent to raise the issue when they are next at Dynamic Ducks, or to contact the Manager if the matter is more urgent.

Any member of staff who posts content or comments that breach confidentiality or which could harm the reputation of [Dynamic Ducks](#) or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our [Staff Disciplinary policy](#).

General cautions for using social media

When using social media in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever - Google never forgets!

INSTAGRAM

Dynamic Ducks has an Instagram account. They will not post any photos that include children's faces but may include their hands or backs of the head. This will only contain information regarding activities/changes that happen at Dynamic Ducks.

Related policies

See also: **Mobile Phone policy, Confidentiality policy, Staff Disciplinary policy, Safeguarding policy.**

This policy was adopted by: Dynamic Ducks Ltd	Date: April 2024
To be reviewed: April 2025	Signed: E Wilkinson- Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024)