



Social Networking and Baby Sitting Policy

Social Networking

Baby Ducks does not prevent its team members from being friends with parents on social networking sites. However as part of our confidentiality and safeguarding policy we do insist on the following, which are taken from guidelines issued by the council:

- Staff should not download images containing photographs of children from the setting or any images which may identify the setting in any way, including logos on staff uniforms.
- Staff should not publish details relating to the setting which are work related.
- Staff should not disclose their employer's details.
- Staff should also consider personal comments made on any social networking sites.
- Staff should always be aware of their responsibilities when accessing social networking sites.
- Any disclosures impacting on children's welfare should be dealt with in accordance with the setting's policies and procedures.
- You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is conflict between your job and your personal interests.
- You should not discuss information about the children in your setting or their families on your personal social networking sites.
- You should not discuss information you have access to as part of your work on your personal social networking site. This includes information relating to your employer or your colleagues or any information which could be used to identify your childcare setting.
- You should always keep in mind the duty of confidentiality you owe to the children in your setting, their families, your colleagues and employer. Gossiping about people you have professional dealings with could be a breach of confidentiality.
- Any inappropriate disclosures affecting children's and other people's welfare should be dealt with in accordance with the setting's security and disciplinary policies and procedures.
- You should always be aware that once your personal information and opinions are on the internet you may not be able to control what happens to them. So take care what you post.
- Make sure to set the privacy settings on your personal site as strictly as you can and don't reveal your home address, telephone number, date of birth, where you work and your work address.

Baby Sitting Policy

Baby Ducks allow any of our staff to undertake baby sitting and child care activities with the parents of children in our care. It is stressed however that this is not in any way part of Baby Ducks services and is a separate independent arrangement between the team member and the parents. Baby Ducks can not advice on or arrange baby sitting, this includes passing on messages or contact details.