

Kush Montessori Nursery

Use of Social Networking Sites Policy

Purpose Kush Montessori Nursery recognises that social networking can be a useful tool for personal communication, but it must never compromise the safety, privacy, or professional integrity of the nursery, its staff, parents, or children. This policy sets out clear expectations for staff use of social networking sites.

Policy All staff must adhere to the following guidelines:

1. Confidentiality

2. Staff must **not mention the nursery, colleagues, parents, or children** in any discussions on social networking sites.
3. Staff must **not post photos or videos** of the nursery, children, or staff without **express written permission**.

4. Professional Boundaries

5. Social networking sites **must not be used during working hours**, including breaks and lunches.
6. Staff who are connected with parents on social media **must not discuss nursery matters or their child/children**. Any concerns from parents must be addressed professionally through nursery management.
7. Staff must **not list Kush Montessori Nursery as their place of work** on personal profiles in a way that could compromise confidentiality or professionalism.

8. Continued Compliance

9. The above restrictions **remain in effect throughout employment**, even after leaving the nursery, to protect privacy and professional integrity.

Consequences of Breach - Any breach of this policy will result in **disciplinary action**, up to and including **instant dismissal**, depending on the severity of the breach, in line with the nursery's Disciplinary Policy.

Reviewed By: Aisha Idris Mahama **Last Reviewed / Updated:** February 2026