

# Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303  
Pre school Ofsted URN – 2549120  
RP number - 906327

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## Social Networking Policy

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### Linked Policies

This policy should be read in conjunction with:

- **Safeguarding Policy**
- **Confidentiality Policy**
- **Acceptable Use of Cameras and Phones Policy**

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### Social Media Policy – Bizzie Lizzies

This policy applies to the use of **all social networking and online platforms**, including but not limited to:

- Blogs
  - TikTok
  - Twitter/X
  - Facebook
  - Instagram
  - Snapchat
  - Personal websites
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## Purpose

Social networking sites provide unprecedented access to personal information. As social media becomes an integral part of daily life, Bizzie Lizzies takes its responsibility for the **online safety and identity of staff, children, families, and the business** very seriously.

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## Professional Boundaries

- Bizzie Lizzies does **not prohibit** staff from being connected online with parents or carers. However, such connections should only be made where there is a **genuine personal relationship outside of the nursery**.
  - Employees are **not expected or encouraged** to seek out, add, or follow families they have only met through the nursery.
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## Nursery-Related Discussions

- Employees must **not discuss the nursery** in any capacity on their personal social media accounts.
  - If a parent/carer initiates a conversation or enquiry via social media, staff must **not respond directly**. Instead, they should politely redirect them to the nursery's **official communication channels**.
  - Employees must **not comment on, like, or share** posts, photos, or statuses that reference children or families connected to Bizzie Lizzies in a way that suggests a nursery-related relationship.
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## Confidentiality & Conduct

- Employees must **never post, discuss, or make coded references** to children or families who are, have been, or will be registered at Bizzie Lizzies. Even indirect comments can be easily misinterpreted or linked to identifiable individuals.
  - Staff must ensure that their online behaviour reflects the **professional standards and values** of Bizzie Lizzies.
  - Content that could be considered **offensive, discriminatory, or damaging** to the nursery's reputation must never be posted, shared, or endorsed.
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## Breaches of Policy

- Any breach of this policy will be treated as a **serious matter**.
- Concerns may result in:
  - A **verbal or written warning**
  - **Formal disciplinary action** in line with Bizzie Lizzies' staff code of conduct

- In the most serious cases, including safeguarding breaches or reputational harm, this may lead to **dismissal** and/or referral to external authorities (e.g. Ofsted, Local Safeguarding Children Partnership, or the police).
  - All staff are required to report any suspected breaches immediately to management.
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### **Key Principle**

The relationship between Bizzie Lizzies and families is a vital foundation of trust. This relationship can be **irreparably damaged by inappropriate or thoughtless online behaviour**. Staff are therefore expected to exercise **professional judgment, discretion, and responsibility** in all online interactions.