* Discriminatory action if workplace is discussed outside of work
* Discriminatory action if social media friends with parents whilst children attending the setting
* May speak in a friendly way to parents but never discuss work or speak negatively about the workplace in person or over social media or via the phone/text
* If a parent tries to add you as a friend on social media, tell them in person to contact Beehive directly
* Action will be taken if the nursery is brought into disrepute
* Any negative consequences about interactions outside of Beehive may have a consequence on your employment at Beehive
* Staff sign to state they will maintain confidentiality at all times if meeting up in person with a parent and never discuss the workplace on social media
* Staff are reminded to be aware of their statuses/pictures etc
* Boundary between work and personal relationships
* If already friends with somebody and then they become a parent, explain to them that Beehive will never be discussed
* Not talking about work or children in a degrading manner
* Remind parents to talk to them in work about any issues to do with Beehive
* Staff will tell parents that they will not be friends on social media when a child begins Beehive (Liz to do this as part of paperwork for parents to sign)
* Parents to agree to not say anything negative about Beehive online without speaking to Beehive directly about it first if there was something they were unhappy about
* Ask on application form if parents are already familiar with any staff members and in what capacity
* Annual conflict of interest form for staff members to complete advising on any pre-existing friendships
* Consider whether someone familiar with a parent should be that child’s key worker or not
* Separate confidentiality agreement to be signed annually
* Gross misconduct dismissal if any confidential information is shared
* On any social media accounts that staff may have, they are not allowed to refer to their work or Beehive unless with prior permission (ie. Such as to raise awareness of an upcoming event or request donations)