

**National Day Nurseries Association
NDNA Development Zone
Community Guidelines & Moderation Policy**

Scope

This Moderation Policy covers online discussions and posting of content using the NDNA Development Zone website to undertake training courses, post comments and view the various resources and support documents to benefit your understanding of the required subject area.

Moderation Aims

This service includes many differing opinions and experiences. You may find opinions that you disagree with. Our aim at all times is to provide a place where the maximum discussion can take place.

We try to be as fair as we can when moderating but in a large community of users, with many different viewpoints, there will always be some people that will not be happy with our moderation policies. While we regret that this happens, we cannot suit all of the people all of the time and have to make decisions based on what is best for the forum overall.

'THE VIEWS EXPRESSED ON THIS FORUM DO NOT NECESSARILY REFLECT THE VIEWS OF NATIONAL DAY NURSERIES ASSOCIATION, OUR PARTNERS OR ASSOCIATES IN ANYWAY UNLESS SPECIFIED'

It is the responsibility of all members of the forum to maintain the forum environment. You can be a good user by:

1. Reading and following these guidelines
2. Informing others about them and
3. Reporting those who do not follow them.

How to Report Abuse

Report abuse by informing the site Moderator. Please note that abuse reports are confidential and are not seen by the abuser. You must contact the NDNA Development Zone Moderator either by phone 01484 40 70 70, email moderator@ndna.org.uk or write to NDNA, NEYEC, 6 Longbow Close, Huddersfield, HD2 1GQ.

Libellous Content

If you feel you have been defamed or libelled in the forum, your first step should be to contact the Moderator to have the offending post removed. The Moderator's e mail address is moderator@ndna.org.uk

Why Was My Abuse Report Not Accepted?

The Moderator may or may not accept that the issue you highlight is actually abusive under our rules.

What to Do if Your Post is Moderated

As a learner you will have the opportunity to post comments on the Message Boards. Learners can post comments using an alternative alias to protect their identity. If you provide a comment/message and it is deemed inappropriate, NDNA may edit or delete comments. The learner will either be sent a Private Message or a note from the Moderator will be added to your message. If you still don't understand why you were moderated then email the Moderator at moderator@ndna.org.uk

You Should Not:

Post the same message again.

Taunt the Moderator

Taunt other members of the forum for reporting you

I Don't Agree With These Policies

Then please do not post materials on the NDNA Development Zone.

Leaving the Forums

If you decide to leave the forums, we will not delete your old posts as it makes the discussions difficult to follow for the remaining readers.

Timeliness

We cannot guarantee that we will moderate any post or topic in a timely manner.

Completeness

We cannot guarantee to moderate any post or topic completely.

Ownership and Liability of Posts

Messages posted at this site are the sole opinion and responsibility of the poster. We have the right to edit, delete, transfer, keep, sell or re-license posts at our sole discretion.

The Rules Extend Basic Courtesy to All Users

Always be respectful of other users, the system, and the Moderator.

1. Commercial Posts

The forums are not a venue for unsolicited advertisements of any kind. It will be the sole discretion of the Moderator as to what constitutes an advertisement and will remove these as necessary.

2. Personal Insults

Do not directly insult other users on the forums. Personal insults do not contribute to the discussion. If someone insults you, do not insult them back or you will be given a warning. Please report the abuse instead to the Moderator.

3. Off-Topic Posts/Thread-jacking

Please stay within the topic area of the section you are posting a message in, and within any topic that another poster may have started. A certain amount of straying from the topic can be expected, but we will warn and delete posts that try to hijack a discussion about one topic into another.

4. Inciting Illegal Behaviour

Posts inciting illegal behaviour are not acceptable. This includes, but is not limited to posts discussing places to steal items, to copy or hack software, etc.

5. Venting About Previous Employers

Claims of action, flames, and calls to action against any company or person will be removed.

We will remove any direct attacks on corporations and individuals in those corporations, unless they are the topic of the news item.

6. Graphics & Images

We do not allow nudity on any part of the forums.

We will delete images that are disturbing to learners, such as images of violence or death.

We will also delete oversized pictures. Please keep your pictures less than 800 pixels wide.

7. Do Not Post in All Capitals

They are difficult to read and many people think they are the equivalent of shouting.

8. Illegal Materials

We will check for materials that may be defamatory, infringe copyright or other Intellectual Property Rights, or are illegal for any other reason, including, but not limited to, Contempt of Court, pornography, or promoting terrorism and reserve the right to delete or amend any materials that in the Moderator's reasonable opinion are likely to fall foul of the law.

9. The Final Word

The Moderator's decision is always final.