

## Safeguarding children

### **Social Networking Policy / General Internet Usage**

This social networking policy applies to both how the Pre School advertises on its own website, Facebook, and Instagram but it also applies to all staff members employed by the preschool both paid and voluntary.

Social media, professional networking sites, blog sites, and personal Web sites are all useful technologies. The Pre School and its employees has an opportunity to express and communicate on-line in many ways, and we do not wish to discourage an online presence. Above all else, everyone needs to use good judgement on what material makes its way online.

This policy will set forth guidelines that the Pre School and its employees should follow for all online communications in reference to the Pre School.

### **EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

### **Procedures**

- Any material presented online in reference to the Pre School by any employee is the responsibility of the poster.
- At no times should any posts be made in reference to Children, Parents, or other professionals that employees may come in to contact with through work.
- Unless on the Pre School's own Facebook, Instagram, or Website and with the permission of parents, at no time must any photographs or materials be published that identify the setting, children or pictures of staff.
- Any member of staff found to be posting remarks or comments that breach confidentiality or are deemed to be of a detrimental nature to the Pre School or other employees or posting/publishing photographs of the setting, children, or staff, may face disciplinary action in line with the Pre School disciplinary procedures.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.
- Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty, and respect.
- Apply a "good judgement" test for every activity related to the setting - Could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding the setting or its employees? Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the Web site.
- The Pre School cannot control what staff do on their own individual social media sights; however, the Pre School discourages staff from being 'Friends' with parents of the Pre School while their child is attending. It is a difficult and delicate situation especially as we live in a small village where staff could already be genuine friends with some parents before they even had children.
- Sometimes parents send staff 'requests' through social media when their child has left for big school. This is of course ok but then it becomes difficult when the parent goes on to have another child that comes to the Pre School, but the parent is still 'Friends' with the staff on social media.
- In these cases, staff and Management must be honest, sensible, and just think about what they are messaging / posting / sharing with the parents without placing themselves in an awkward situation.
- If any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact Pre-School Manager.

## **General Internet Usage within the Pre School**

- Internet usage within the Pre School will only be used by Staff for business or educational research purposes.
- We are active on Facebook, Instagram and on our own website which is operated by the Manager who is also the Lead Safeguarding Officer. The Manager is witnessed at all times when filming or taking photos for our own social media.
- In the event that another staff member has to do it on the Manager's behalf, they will also be supervised.
- Permission would already have been obtained from those parents during their initial registration who are happy for us to post suitable material on our social media for advertising and educational purposes.
- There is no need for the children to visit the internet within the preschool neither do they need to play any games online as our child friendly laptop is not connected to the internet for this purpose.
- The preschool does not need to have a TV Licence as we do not watch shows or films from the internet to the children or the public.
- We pay a yearly subscription to PPL PRS in order to play music within the setting.