

SOCIAL NETWORKING POLICY

Stonham Aspal Pre-School reserve the right to ensure that the environment for the children in their care is both safe and secure. It is therefore important that staff, students, committee members, parents and carers ensure proper practice when using the internet which includes all social networking sites. This Social Networking policy will protect the children, parents/ carers and other staff at Stonham Aspal Pre-School.

Staff, students.

Stonham Aspal Pre-School's Social Networking policy states that staff members are permitted to use any social networking site as long as the following guidelines regarding the impact social networking has on the Pre-School are adhered to.

* Staff will not publicly mention any of the children from the Pre-School on their online profiles, or in private messages.
* Staff will not disclose any personal information connected to other staff members, Pre-School children, parents and carers.
* Staff will not mention Stonham Aspal Pre-School's name online unless it is connected to an advertisement or a fundraising event, which has had approval from the Pre-School Manager.
* Staff will avoid writing indirect suggestive comments about Pre-School on their social networking sites e.g. "I’ve had a bad day at work".
* Staff will not publish any photos of the children on their online profiles.
* Staff will not publish photos of other staff in the Pre-School on their online profiles without their consent.
* Staff will not use their mobile phones to take photos or access social networking sites in working hours or at Pre-School events.
* To maintain professional boundaries between staff and parents/carers, staff will not have parents/carers or family members of children who are attending Pre-School as friends on social networking sites, unless they are known in a personal capacity outside of Pre-School.
* Staff will not accept/ask for a personal friend request from, parents/carers or any family member of children who are attending Pre-School, unless they are known in a personal capacity.
* Staff members are advised to set their online profiles to private, allowing no public access to their information.
* If, on a social networking site, a staff member or student becomes aware or is disclosed to regarding the safeguarding or wellbeing of a preschool child, this should be recorded as normal record of concern at the setting, and where possible, a print out of the disclosure attached to the record made in setting.

Disciplinary action will be taken if there is a serious breach of the Social Networking policy by a member of staff.

Committee members, Parents/carers.

* Will not publicly mention any other children from the Pre-School on their online profiles, or in private messages.
* Will not disclose any personal information connected to Pre-School staff, children, parents and carers.
* Will not request any Pre-School member of staff as a friend on any social networking to avoid the staff members embarrassment of declining the friend request.
* Will not post any group photos taken at Pre-School events on social networking sites without all of the children's parents/carers consent.

This Social Networking Policy links to the following Policies in the setting.

Confidentiality.

Health and Safety.

Photography.

Safeguarding Children.

Through this policy we promote the five Every Child Matters Priority Outcomes:

* Stay Safe
* Being Healthy
* Enjoy and Achieve
* Make a Positive Contribution
* Achieve Economic Well-being

Responsibility

* Stonham Aspal Pre-School will ensure that all staff, parents, volunteers and others involved in its work will follow and implement this policy.
* The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.
* This Social Networking Policy will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents will also be invited to contribute.
* We will listen to children’s point of view and consider this when making and reviewing policies.

This Social Networking Policy was adopted at a meeting of the Stonham Aspal Pre-School Committee:

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| Date  | March 2018 |
| To be reviewed again by:   | March 2019 |
| Chairperson signature    |   |
| Pre-School Manager’s signature    |    |