Butterflies Montessori Nursery

**Social Networking and Online safety Policy**

We recognise that social media sites can be a great way to celebrate setting achievements, or promote a setting to potential new members and that technology can be a way of extending children’s learning. At Butterflies Montessori Nursery, we promote the safety and welfare of all children in our care. Staff are aware and receive training in regards to signs of abuse that includes grooming, online safety, prevent training and the use of cameras/ mobile phones etc. We have procedures in place to protect children, young people and vulnerable adults from the unacceptable use of ICT equipment. We ensure access to images and personal information is restricted to minimise the risk of their inappropriate use. We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. Failure to comply with this policy will lead to disciplinary action.

We educate the children in how to keep themselves safe (including whilst using technology equipment) and how to be kind and respectful to others and their environment.

For example,

only go online with an adult,

only pressing buttons they understand,

tell a grown up if they have seen something that has made them unhappy.

To support and build the children’s resilience in relation to issues they may face online or in the world we encourage appropriate friendships, encourage the children to ask for help if they are unsure and not to keep secrets as part of social, emotional development in an age-appropriate way.

We ask parents and visitors to respect and adhere to our policy. (See child protection policy for further details.) We are aware that children have accesses to the internet and other technology at home and have included some useful sites to support parents in keeping their children safe whilst on line. (see below under guidance.)

**Technology procedure**

We have a laptop and an i-pad for children to use and explore to enhance their learning. Children and staff only use these in the main hall with other staff present. Children are supervised at all times. These do not connect to the internet which ensures both children’s on-line safety and prevents misuse of the internet by any staff, volunteers or visitors.

Staff report any offensive material, including material that may incite racism, bullying or discrimination to Michele Dann (designated Safeguarding lead) and the internet Watch Foundation at [www.iwf.org.uk](about:blank) Suspicions that an adult is attempting to make inappropriate contact with a child is reported to Michele Dann and the National Crime Agency’s child Exploitation and Online protection centre at [www.ceop.police.uk](about:blank)

Before any material is download and used with the children it is verified by the manager Michele Dann to ensure it is for learning purposes and age appropriate.

Staff are aware that it is an offence to distribute images, and that grooming children and young people online is an offence in its own right. Staff are aware of how to report any concerns. In the event of a concern that any person is acting inappropriately the Safeguarding children and child protection policy is followed.

(Please see our Child protection and visitors’ policy for use of cameras and mobile phones)

**Emails procedure;**

The setting has a professional e-mail account that is only accessed by the manager/owner and Safeguarding Lead Michele Dann. This account is for use relating to the business including communicating with staff, parents, multiagency etc.

Staff must not have any communications with parents/carers via their personal e-mail accounts.

Parents and staff are not permitted to use Nursery equipment to access personal e-mails.

Staff do not access personal or work emails whilst supervising the children. If the Manager Michele Dann needs to access work e-mails during the work day, this will be done in the kitchen away from the children and staff.

**Social networking Procedures**

* We ask parents and staff to not post information about any child on social networking sites such as Facebook and Twitter that could be construed to have any impact on the nursery’s reputation or relate to the nursery or any children attending the nursery in any way.
* Staff are personally responsible for the content they publish on social media sites and the internet and must be mindful that this information will be in the public domain. Staff are advised to manage their personal accounts security settings to ensure only people they choose to share information with.
* Staff are aware that they need to report any concerns or breaches to their account to the Safeguarding Lead Michel Dann.
* Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.
* Staff should not accept parents as friends on networking sites. Employees of Butterflies Montessori Nursery are not allowed to be ‘friends with’ or accept any friend requests on social media (including Facebook) from parents and or carers who attend the setting. This is inclusive of family members.
* The above applies to the nursery website and all social media platforms including Twitter, Facebook, DayNurseries.co.uk and Instagram.

Butterflies Montessori social media pages and website are being used to promote the Nursery, we will:

* Ensure there is a dedicated person to regularly monitor the site, including posts and comments. Michele Dann (Manager).
* Set privacy levels so that only the manager Michele Dann can post information.
* Only the manager Michele Dann will take Photographs during off-site visits for the purpose of learning journals, our Face book and website. The settings camera will be used.
* Ensure we have informed permission from the parents or carers of a young person before images are uploaded, so parents fully understand where images will be publicised and who can view them. Any images of children will be of them covered rather than in swim-wear or nappies.
* Disable the automatic photo/video/YouTube upload link to ensure private content from parents and staff is not accidentally shared on the site.
* Information posted on the site can be viewed by any member of the public and included in Google searches (including Google Images). No personal information such as contact details, child name or school addresses will be included.

**Parent support for keeping children safe online;**

Childcare.co.uk; Online safety for children

[www.nspc.org.uk/onlinesaftey](about:blank)

CBeebies; keeping children safe online

Guidance;

Statutory framework for the early year’s foundation stage. (September 2021)

Safeguarding children and protecting professionals in early years settings; online safety considerations for managers. (February 2019)

Safeguarding children and protecting professionals in early years settings; online safety guidance for practitioners. (February 2019)

Revised prevent duty guidance; for England and Wales (updated April 2021)

Date of Policy: June 2019 Signed By: Nursery Manager

Reviewed and updated; August 2021