



## Online safety and electronic devices policy

### Introduction

The Pre-School has effective procedures in place to protect the children and the Pre-School against the unacceptable use of mobile phones and other electronic devices or exposure to inappropriate materials. We recognise that employees may be regular users of social media in a personal capacity, however we do impose restrictions on their profile content in relation to the Pre-School.

### Social media

- Employees must not identify themselves as an employee of Little Acorns Pre-school or state that they work with children
- Employees must be mindful of the information they share regarding their own state of mind or health as this could be seen to be detrimental to the care that is provided to the children at the pre-school
- The pre-school (including colleagues, children, parents or the organisation) must not be discussed on social media in any way including in private messages
- If an employee becomes aware of any conversation taking place on social media about the pre-school, they should inform the manager
- Employees are individually responsible for reading, knowing and complying with any social networking terms of service of the sites they use
- Employees must bear in mind that information they share through social media applications are subject to copyright, data protection, freedom of information, safeguarding and other legislation
- Employees must be mindful of information and images they share including political views, racial or sexual comments, offensive language and other sensitive issues
- Friendship requests should not be created or accepted from parents/carers or their family members whilst their children are attending the pre-school. If such relationships already exist the manager must be informed and the manager's discretion will be used to determine if this is acceptable
- Employees must not place inappropriate images of themselves or other staff members on social media
- Employees must not place any images of children at the pre-school on social media

Any breach of this policy for example incidents of bullying of colleagues or any social media activity causing damage to the setting, employees, children or families will be investigated and could result in misconduct or gross misconduct.

To adhere to safeguarding regulations and professionalism the following guidelines are provided for volunteers/work experience and parents/carers when using social media

### **Volunteers/Work experience**

- Do not state where you are volunteering or on a placement
- Do not discuss the pre-school in any way on Social Media, including the organisation, location, policies and practice, children, staff and parents. This continues to apply after placements have finished
- Do not enter in to any discussions on Social Media about the Pre-School
- Do not attempt to establish relationships with parents/carers on social media during or beyond your placement
- No photographs of the Pre-School children should be taken on personal phones. No images of Pre-School children should be uploaded on Social Media

### **Parents/Carers**

- Be cautious how you discuss the Pre-school in conversations on Social Media. Do not reveal the location of the Pre-School, the names of any staff or volunteers, the names of other children and their parents/carers
- Any concerns or negative opinions about how the Pre-School is run should not be discussed on Social Media. These should be reported to the Manager so that they can be investigated, discussed and resolved formally. If opinions are discussed that result in having a detrimental effect on the Pre-School, its employees, children or parents the Pre-School will follow formal proceedings to investigate.
- Social Media friendships with staff /volunteers should not be created. This is so that correct professional relationships are maintained between staff and parents. An exception to this rule is if a parent has an existing relationship with an employee/volunteer before their child starts at the Pre-School.
- The rule no longer applies once the child has left the Pre-School.
- Photographs taken at any events are for personal use only and should not be uploaded on to social media.

### **Facebook page**

The use of our Facebook page is for announcements, providing useful information, encouraging support of fundraising activities and sharing what we have been doing with the children. Only trustees, Managers and designated staff are able to place posts. Photographs of children will not be posted without prior consent from parents/carers. Photographs of staff, volunteers or work experience placements should not be posted. Any negative comments or discussions about the Pre-School or its staff will be removed and the individual posting them will be contacted directly.

## **Mobile phones**

- Will only be used appropriately, and staff will have a clear understanding of what constitutes misuse
- Whilst children are on the premises mobile phones will be stored in the office
- Staff are prohibited from using their mobile phones to take pictures of the children
- Devices that receive notifications may be worn however notifications must be turned off during working hours
- Mobiles may be used in the privacy of the office with permission from the manager
- A mobile phone may be taken on outings for use in case of an emergency, but should not be used otherwise for making calls or taking photographs
- Parents and visitors are requested not to use their mobile phones whilst on the premises. They are able to store or use their phones in the office

## **Cameras and tablets**

- Staff and volunteers must not bring their personal cameras or recording equipment or any other internet enabled device into the setting
- Photographs and recordings of children are only taken to record learning and development, for displays and name badges in the setting
- Consent to use photographs and recordings for publicity or other purposes is received from parents/carers
- Parents/carers may photograph or record their own children at events, (and others if permission is given). Parents are advised they do not have the right to photograph anyone else's child or upload photos of them.
- Tablets and cameras are locked away when not in use

## **Computers**

- Information containing personal details or photographs of children will not be stored on any home computers
- Laptops used in the setting are made secure and have virus protection installed
- Children do not have unsupervised access to the internet
- Staff do not access personal or work e-mails whilst supervising children
- Personal information sent to outside agencies is via encrypted e-mail so information is shared securely

## **Use/and or distribution of inappropriate images**

- Staff are aware it is an offence to distribute indecent images. In the event of a concern that a colleague is behaving inappropriately, the Safeguarding and Child protection policy, in relation to allegations against staff is followed
- Staff are aware that grooming children and young people online is an offence in its own right and concerns about a colleague's or others' behaviour are reported

This policy was reviewed on 30<sup>th</sup> April 2019

Signed by \_\_\_\_\_ Manager

Signed by \_\_\_\_\_ Trustee

