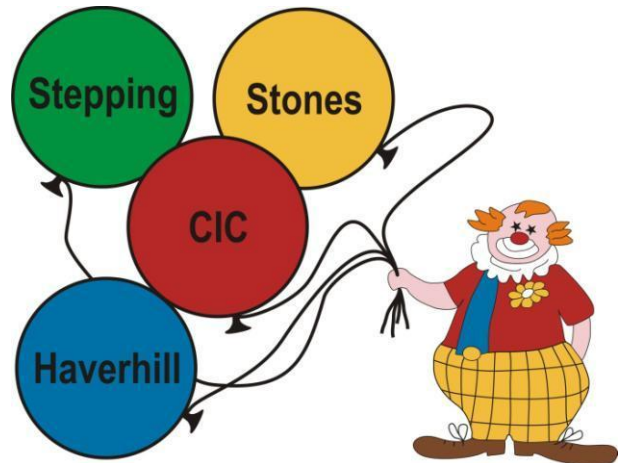


General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

Children’s behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.



Safe Guarding Children

37. Social Networking Policy

Policy on the Personal use by staff, visitors, volunteers, students, parents and members of the pre-school of Social Networking and Other Third Party Sites.

Introduction

The internet provides a number of benefits which Stepping Stones Childcare and Education C.I.C preschool staff, visitors, volunteers, students, parents and members of the pre-school may wish to participate. However, when someone is identified with Stepping Stones Childcare and Education C.I.C or discussed their work, the children, parents of the children, they are expected to behave appropriately when on the internet. The internet is a fast-moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed, if in any doubt then detail should be discussed with the management. The intention of this note is not to stop staff (and all others connected to the preschool) from conducting legitimate activities on the internet, but serves to flag-up those areas in which conflicts can arise.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other 2.2 Parents as partners	3.2 Supporting every child 3.4 The wider context	

Principles

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of Stepping Stones Childcare and Education C.I.C along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation. Staff at Stepping Stones Childcare and Education C.I.C are in a professional position and are responsible for the care and education for Early Years Children. Therefore Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include **but are not limited to**

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- Staff must not mention any of the companies that Footsteps Day Nursery works with on their online profile
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to 'like' the official Facebook page.
- Be cautious & mindful when accepting friend requests from colleagues.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behavior for a childcare professional
- The nursery logo must not be used in social media apart from the official Facebook page.
- Staff must not put the settings contact details on social media. Parents should be signposted to the nursery web page.
- Staff will not have the nursery name anywhere in their personal profile.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.
- Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Staff at Stepping Stones Childcare and Education C.I.C treat 'electronic behaviour' as it would 'non-electronic behaviour'.

Staff at Stepping Stones Childcare and Education C.I.C has a Facebook page available.

This is a communication tool for the setting. We will use it to

- Promote certain events such as parent consultations, trips, social events & visitors

Update parents on staff training & development

- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events

We also want to invite your thoughts & comments; positive, negative comments will be removed. If you have a complaint; your first port of call would be the managers, we do have a Complaints Policy & Procedure. The nursery managers are the page administrators and will update the page on a regular basis. The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to elainemcmanus.steppingstones@gmail.com

- Other policies that relate to this are
- Photographic policy
- Safeguarding policy
- Confidentiality policy
- Staff code of conduct

Failure to adhere to this policy may result in disciplinary action

Please note that all staff should read and be aware of the MASH & LADO posters within the setting.

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.