

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy and procedures to safeguard children

Social Networking Policy

Policy Statement

This policy applies to members of staff, students and volunteers at Felixstowe Nursery School and sets out guidelines that should be followed for all on-line communications. Social media, professional networking sites and personal websites are all useful technologies and can enhance communication, providing valuable and additional resources. Everyone has the right to express themselves and communicate online. Every employee needs to make and use 'good judgements' about what makes its way online.

Relevant technologies

This policy includes (but is not limited to) the following specific technologies

- Personal blogs
- Twitter
- Face book
- My space

Procedures

Staff, students and volunteers using social networking sites must:

- Maintain confidentiality at all times.
- Maintain professionalism, honesty and respect at all times.
- Must not make any reference about the children, parents, the nursery, other staff members or other professionals.
- Not include any images or videos of themselves or other staff members which may be perceived as inappropriate behaviour for a childcare professional
- Not contain any images of the children or their families.
- No detrimental or negative comments about any aspect of the nursery
- Ensure that personal comments are not made about colleagues, children, parents or other associated professionals.
- Take personal responsibility for reading and adhering to the terms of service for each site and comply with the law in regard to copyright and plagiarism also other important and relevant laws that include those referring to libel and deformation of character.

- No information is completely secure so if you do not wish the information to be public then do not send it.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity and ensuring professional boundaries are maintained. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.
- Staff should report any concerns or breaches to the designated person in their setting.
- Our setting does not have internet access but safety online information leaflets are available to parents.
- All staff are aware of the risks posed by the online activity of extremist and terrorist groups and follow safeguarding procedures if they have concerns relating to a child and their family.
- Where staff do find views expressed on social media which they consider present a risk under the Prevent Duty, they are to bring it to the attention of the safeguarding lead or deputy lead.

The use of email to colleagues is intended for purposes of communication relevant to the responsibilities assigned to each employee. Social networking sites are not deemed a requirement for these purposes.

Any material online with reference to nursery remains the responsibility of the poster and any employee found to be posting remarks or detrimental comments that break confidentiality or are detrimental and unprofessional may face disciplinary action. Students and volunteers will be asked to leave the setting.

Any employee who is aware of social networking activity that would be deemed distasteful or fail 'good judgement' please inform the manager or chairperson.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....