

Banwell Buddies Social Media/Network Policy

In this Policy 'colleague' means all individuals engaged by the pre-school in a paid or voluntary capacity including parent helpers and committee, those on work experience placements and agency colleagues.

The purpose of this policy is to:

- Enable colleagues at the pre-school to use social networking sites safely and securely;
- Ensure that colleagues are aware of their responsibilities in connection with the use of social networking sites and any impacts in relation to their employment;
- Ensure that colleagues are aware of the risks associated with the inappropriate use of social networking sites – and how this may impact on their employment;
- Safeguard colleagues at the pre-school in connection with the use of social networking sites and minimise the risk that they make themselves vulnerable to allegations;
- Ensure the Committee maintains its duty to safeguard children, the reputation of the pre-school and those who work for it, the wider community and the Local Authority.

Where no policy or guideline exists, employees should use their professional judgement and take the most prudent action possible. We ask that you consult the Leader if you are uncertain. Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

This Policy applies to social networking sites, personal web pages, personal space provided by internet providers and internet presences which make available personal information/opinions to the general public including but not limited to Facebook, Pinterest, Bebo, MySpace, Windows Live Spaces, MSN, Twitter, YouTube, blogs, wikis, forums, bulletin boards, chatrooms, multiplayer on-line gaming, virtual worlds and instant messenger.

This Policy will be part of the Induction programme for all new colleagues at the pre-school.

When using any social networking sites colleagues must adhere to the following points:

- Colleagues must not mention any of the children from the setting on their online profiles.
- Colleagues at the pre-school must not access social networking sites for personal use via pre-school information systems or using Banwell Buddies equipment.
- Colleagues at the pre-school must not accept parents as friends – personal communication could be considered inappropriate and unprofessional and makes colleagues at the pre-school vulnerable to allegations.
- Colleagues at the pre-school must not accept friends requests from recent parents.

- Colleagues at the pre-school must not share any personal information with any parent such as phone numbers, person website addresses/social networking site details.
- Colleagues at the pre-school must not link their own sites to the pre-school website or use the setting's logo or the Local Authority's logo or any other identifiers on their personal web pages.
- Colleagues must not write direct or indirect suggestive comments about work on their online profiles or disclose any link with the pre-school.
- Colleagues must not publish photos of the children on their online profiles.
- Colleagues must not publish anything about Banwell Buddies, situations, children, other staff members, students or other professionals or visitors on any of the sites.
- Social media activities should not interfere with work commitments.
- Cyber bullying of any sort will not be tolerated.
- Colleagues must not use mobile phones to take photos in the setting or to access social networking sites during their working hours.
- Colleagues must not publish photos of other colleagues while in the setting on their online profiles.
- Colleagues must not mention any of the companies that Banwell Buddies works with on their online profile.
- Colleagues are advised to set their online profiles to private so that only friends are able to see their information.
- Colleagues 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 behaviour for a childcare professional.
- Colleagues will not have the setting's name anywhere in their personal profile.
- Remember at all times in or out of working hours you are an ambassador for us and your online presence can reflect on the setting. Be aware that our actions captured via images, posts or comments can reflect on our setting. All communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended. Colleagues at the pre-school are strongly advised, in their own interests, to take steps to ensure that their on-line personal data is not accessible to anybody who they do not want to have permission to access it. For example, they are advised to check the security and privacy settings of any social networking site they subscribe to and set these to maximum. For further information see the safer internet website <http://www.saferinternet.org.uk/> and the South West Grid for Learning Resources <http://www.swgfl.org.uk/Staying-Safe>
- We would expect all former colleagues at the pre-school to continue to be mindful of good children's safeguarding practice and of the pre-school's reputation in using social networking sites.

Use of the Internet during Working Hours

The computer systems in place at Banwell Buddies are available to raise educational standards, to record children's progress, to support the professional work of staff, including teaching,

research, administration and management and to enhance the setting's management information and business administration systems. The setting's acceptable internet use policy is in place to protect the children, the staff and the setting.

The internet can be freely accessed for all Banwell Buddies' matters, including finding resources, planning, accessing reports and government legislation etc., during working hours.

In order to protect our facilities:

- Access should only be made via the authorised account and password, which should not be made available to any other person.
- You Tube can be used for adult focused activities **only**, but the contents must be viewed prior to the activity, away from the children, to ensure that the program is age appropriate.
- Staff must be aware of viruses within emails or downloads. Whilst using the setting's internet facilities staff must not open any emails from names that aren't recognised in order to protect the setting's computer from potential viruses.
- Staff must be aware that all incoming and outgoing emails can be read by our setting's Leader and Chair. This is not intended to infringe on staff privacy, but the internet is a very public way of communicating and like all companies, management reserves the right to ensure that the name of the setting is not brought into disrepute.
- It is vitally important that staff are careful about content that they search out or download. Every time you view a page on the internet, it is possible to trace your visit back to the setting's computer. This means that it is possible to tell if the setting's computer was being used to look at inappropriate web pages.
- Children are to be encouraged to use the internet if appropriate but must be supervised at all times. Under no circumstances will children be left with unsupervised access to the internet and after each session the internet will be disconnected. The computers that the children have access to have strict parental controls set to the highest level.

All colleagues shall adhere to the above; breach of this policy may result in disciplinary action.

Relevant Policies/Guidance

- Disciplinary Policy and Procedure
- Code of Conduct
- Safeguarding
- Guidance for Safer Working Practices
- Whistleblowing Policy

Legislation

- Obscene Publications Act 1959
- Protection of Children Act 1988
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006

- Defamation Act 1996
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Data Protection Act 1998
- Freedom of Information Act 2000
- Regulation of Investigatory Powers Act (RIPA) 2000
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010

This Policy was adopted at the meeting of: Banwell Buddies

Held on: 13th June 2016

Signed on behalf of the Committee: _____

Role of Signatory: Chair of Management Committee

Last update: 8 February 2019