

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Social Networking Statement

Policy Statement

Policy on the personal use by staff of Social Networking and other Third Party Websites.

The internet provides a number of benefits in which staff may wish to participate. However, when someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet.

The intention of this policy is not to stop staff from conducting legitimate activities on the internet, but serves to flag-up those areas in which conflict can arise.

Principles

Staff members at the setting are in a professional position and are responsible for the care and education for Early Years children. Therefore they:

- Must not engage in any activities which may harm the welfare of the children or adults in connection with the setting.
- Must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Social networking Sites

Social networking sites provide a great way for people to maintain contact with their friends.

However, through the open nature of these sites, it is also possible for third parties (including the settings parents) to access this information.

The Setting recognises the need to ensure the Welfare and Safety of all children. Due to the increasing personal use of social networking sites, staff and volunteers at the setting should be aware of the impact of their personal use of such sites, upon their professional position.

- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work related information whether written or pictorial in this way.
- Staff must not publicly mention any of the children/parents from the nursery on their online profiles
- Staff must avoid writing indirect suggestive comments about the nursery on their social networking sites e.g. "I've had a bad day at work"

- Staff must not publish photos of the children on their online profiles.
- Staff must not publish photos of other staff in the setting on their online profiles; and
- Staff must not publicly write about other staff members on their social networking sites
- Under no circumstances should comments be made about the setting, its staff, children or parents on the internet. Staff members should respect the privacy and feelings of others.
- Staff must not use their mobile phones to take photos or go on social networking sites whilst in the nursery
- If a staff member believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the manager.
- Staff and volunteers are advised that it is inappropriate to discuss any aspect of their involvement, or place images relating to their position at the setting on social networking sites. This includes children, staff, activities and naming the setting on any sites.
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the setting unless they know them in a personal capacity.

Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help prevent any accidental breaches of this policy

Failure to adhere to this policy may result in disciplinary action.

This policy was adopted at a meeting of	Ringrose Kindergarten Chelsea	(name of provider)
Held on	<hr/> October 2017	(date)
Date to be reviewed	<hr/> October 2018	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/> Lucy Hustler Parker	
Role of signatory (e.g. chair/owner)	<hr/> Owner	