

## **E-Safety policy**

### **Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

The following policy has been designed to give clear guidelines as to what we at Leaside Under Fives Kindergarten expect of our staff, parents, committee members and volunteers regarding the use of mobile phones whilst at the Kindergarten or when accessing social networking sites.

### **Aim**

Social networking has now become an integral part of everyday life and many people enjoy membership of social network sites such as Pinterest, Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our Confidentiality Policy or offend anyone when using these sites. The Kindergarten has a high reputation to upkeep and comments made on social networking sites could have an impact on how parents using the Kindergarten view the staff. This policy reflects the EYFS framework 2016.

This policy will set out some guidelines for staff, parents, committee members and volunteers to follow.

### **Methods**

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

**Staff** must adhere to the following:

Breach of confidentiality will result in disciplinary action and may result in the termination of an employee contract. This will be the decision of the management committee.

Social media activities should not interfere with work commitments.

Remember at all times in or out of working hours you are an ambassador for Leaside Under Fives Kindergarten.

Any Employee, who becomes aware of social networking activity that would be deemed distasteful, should make their manager/owner aware.

Mobile phones can only be used on a designated break and then this must be away from the children

Mobile phones should be stored safely in the staff area at all times.

During outings, staff will use mobile phones belonging to the nursery wherever possible.

Photographs must not be taken of the children on any phones, either personal or nursery owned

Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation.

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery

If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, we would recommend that security settings on social network sites are at the highest level to prevent anyone whom you are not friends with seeing information about you or your line of work.

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

**Management Committee members** must adhere to the following:

Breach of confidentiality may result in the termination of a committee members place on the committee. This will be the decision of the management committee.

**Parents** must adhere to the following:

Breach of confidentiality may result in the termination of a child's place at the Kindergarten. This will be the decision of the management committee.

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children

**Staff, parents, Committee members and volunteers** must adhere to the following:

Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Kindergarten. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the Kindergarten.

Information published on your blog(s) should comply with the Kindergarten's Confidentiality policy. This also applies to comments posted on other blogs, forums and social networking sites.

Always be respectful to:

The Kindergarten,  
Other staff members,  
Parents and relatives,  
Children,  
Partners,  
Competitors,

Be aware that any disrespectful comments to the above may be seen as libellous. Safeguarding and promoting children's welfare remains at the forefront of our setting and operation of day to day activities.

Do not reference or site parents or children without their express consent.

Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Kindergarten Logos and trademarks may not be used without written consent.

This policy was adopted at a meeting of Leaside Under Fives Kindergarten

Held on 5 May 2016

Signed on behalf of the Kindergarten \_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_