



Lollipop
Every Child Matters

Policy Statement

Our nominated person for online and E Safety is Rachelle Harte.

- The Internet provides a number of benefits for staff. However when someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet. The principles set out in this policy should always be followed for all forms of electronic communication. If in doubt then details should be discussed in the first instance with the Preschool Manager.

- The internet, through sites such as social networking sites, allows 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 members should respect the privacy and the feelings of others.

- Staff, committee members and volunteers at Lollipops are in a professional position and are responsible for the care and education of children. Therefore they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

•Aims

- That our main duty to safeguard children is maintained
- That we recognise our legal responsibilities so that the setting is not exposed to legal risk.
- That the reputation of the setting is not adversely affected
- That our users are able to clearly distinguish where information provided via the internet is legitimately representative of the setting.



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Procedures

- Staff and volunteers must be aware of their responsibilities to the Preschool when using methods of electronic communication such as social networking sites like Facebook. Our confidentiality policy and staff contracts must be adhered to at all times, even outside working hours.
- All staff should bear in mind that information that they share through internet applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation.
- All communications with parents of current children should be made through the designated official channels. The Preschool Manager and owner of the Preschool can provide advice on this where necessary.
- At no time must a post be made in reference to any children, parent, staff member or other professional an employee comes into contact with through work.
- No photographs or materials should be published identifying the setting or children.
- In order to maintain professional boundaries, staff and volunteers should not accept personal invitations to be friends on internet applications such as social networking sites from parents or carers that use the pre-school unless they know them in a personal capacity outside of Lollipops Pre-school.
- Staff must not use their mobile phones to take photos or go on social networking sites or similar whilst in the preschool.



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- Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.
- Serious breach of the online safety policy (e.g. remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to Lollipops or its employees, or posting or publishing photographs of the children, setting or another staff member unless with staff permission) may result in disciplinary action in line with disciplinary procedures.
- Lollipops Preschool keeps abreast of e-safety and online safety updates from KSCB and will endeavour to pass this information on to parents and carers.

Guidelines in social networking practices

Staff are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the internet is totally secure and therefore if you do not wish for the information to become public, refrain from using a social networking site.
- Even though you may consider that you are anonymous or using an alias you may be recognised.
- Maintain professionalism, honesty and respect.
- Apply a good judgement when relating to Lollipops. Could you be guilty of leaking information or discussing confidential information? Is it negative commentary regarding Lollipops or an employee? Activity showing good judgement would include statements of fact about Lollipops, facts that are already public information or information on the Lollipops website.



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If an employee becomes aware of information on the internet that could be deemed distasteful or damaging to Lollipops, they should contact the Preschool Manager or Owner, Rachelle Harte (telephone number available from the office).

Reviewed annually

Signed by

Date 20/11/15

Role of signatory

[Signature]
MANAGER

Witnessed by

Date 20.11.2015

Role of signatory

[Signature]
DEPUTY MANAGER.