



## **TCC Christian Preschool**

### **Social Networking Policy**

#### **Policy Statement**

The internet provides several 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. If in doubt, then details should be discussed in the first instance with the setting manager.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. Staff members should respect the privacy and the feelings of others. Staff 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.

Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children, young people and vulnerable adults.

#### **Aim**

- That our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That our users can clearly distinguish where information provided via social networking applications is legitimately representative of the setting
- That we do not damage our reputation
- That we recognise our legal responsibilities

#### **Procedures**

- Sites staff and volunteers are to be aware of include:
  1. Social networking sites – i.e. Facebook, Twitter
  2. Blogs
  3. Discussion Forums
  4. Collaborative spaces
  5. Media Sharing services – i.e. You Tube
  6. Microblogging – i.e. Twitter
- All staff and volunteers should bear in mind that information they share through social networking 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.

- Staff and volunteers should not actively encourage parents to be friends on social networking sites. However, if they are related or previously friends they can continue to be friends.
- There will be no uploading of photos of staff or children and their families on any site without prior permission being obtained.
- Any communications or contents published that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.

### Using Computers and Storing Data

- No information containing personal detail of children and families at the setting should be stored on a home computer.
- If staff or volunteers must use their own computers for photographs, observations or other documents containing children's names they should transfer the data to a memory stick and erase from their computer as soon as possible.
- Memory sticks should be held in a secure place if at home or at the setting.
- Photos of children should not be stored for longer than the time necessary to print them off.
- Photos of children should not be stored on the settings camera once printed off.
- The settings camera should be stored safely whilst the preschool is closed.

### Legal Framework

- General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006

### Further Guidance

Information Sharing: Practitioners Guide (HMG 2006)

[www.everychildmatters.gov.uk/files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf](http://www.everychildmatters.gov.uk/files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf)

1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	
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Signed ..... Manager

Date .....