

23. Social Networking Procedure

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V1.0	Apr 2012	First adopted	Cttee	Dropbox.com Website	
V2.0	Oct 2015	Reviewed & updated	K Jones	Dropbox.com Website	Oct 2016
V3.0	Sept 2017	Reviewed, updated & version controlled	K Coupe & N Jeffreys-Jones	Dropbox.com Website	2019/20
V4.0	Sept 2018	Updated re GDPR	K Coupe	Dropbox.com Website	2020
V5.0	29 Apr 2019	Updated re pre-school's facebook page	K Coupe	Dropbox.com Website	Apr 2021
V6.0	3 Jun 2019	Updated wording under 'Friendship/Tagging' & deleted mention of 'lunch break'	K Coupe & E Roberts	Dropbox.com Website	June 2021
V7-0	25 Apr 2022	Updated as follows: <ul style="list-style-type: none"> • revised paragraph re Facebook – advice from EY Glos. Reference to where further support, advice and guidance can be accessed; • inclusion of list of associate policies & procedures as per GSCP section 175/157 safeguarding audit 2022 	K Coupe & R Burton	Dropbox.com Website	May 2024

Statement of Intent

This Social Networking Policy applies to all staff and committee members of North Nibley Pre-school.

At North Nibley Pre-school we recognise that social media, professional networking sites, blog sites and personal websites are useful technologies. Every employee and committee member has an opportunity to express and communicate online in many ways and North Nibley Pre-school does not wish to discourage on online presence. However, we need to impose certain restrictions on an employee as to their profile content in relation to the pre-school and the pass of certain work related information and must comply with the Law with regard to copyright, plagiarism and the General Data Protection Regulations 2018 (GDPR).

Above all everyone must use good judgement on what material makes its way online.

Relevant technologies

This policy includes, but is not limited to, the following:

- Twitter
- Facebook
- MySpace
- Personal blogs
- Personal website
- Googleplus.

Procedures

- Employees of North Nibley Pre-school must not list the name North Nibley Pre-school on any social networking site.
- Employees must not identify themselves as an employee of North Nibley Pre-school. A social networker becomes, to some extent, a representative of their workplace, and everything he/she posts has the potential to reflect on the setting and its image. If a connection to North Nibley Pre-school has already been revealed by an employee, posts should contain disclaimers that make it clear that opinions expressed are solely those of the author and do not represent the view of the setting.
- Employees of North Nibley Pre-school must NOT identify themselves as working with children – this can lead to being a specific target of unscrupulous members of the web in order to gain access to children for paedophile purposes.
- Employees must not log onto any social networking site during working hours. On line times and times of posts can be seen by other users and may assume that the North Nibley Pre-school allows access within the setting compromising the safety of children in our care.
- Any material posted online with reference to North Nibley Pre-school by any staff or committee members is the responsibility of the poster. At no time should any post be made with reference to children, parents, staff or committee member or childcare professional that are involved with North Nibley Pre-school, current or past.
- We have parental permission to use images of children on Tapestry but this is for a closed group of authorised parents/relations to view only.
- At no time must any photographs or materials be published that identify by name the pre-school or the children. Pictures of staff may only be used with the express permission of the staff member concerned. Any member of staff or committee posting or publishing photographs of the children or the staff without permission may face disciplinary action in line with the pre-school's disciplinary procedure.
- Any member of staff or committee found to be posting remarks or comments that breach confidentiality and/or are deemed to be of detrimental nature to North Nibley Pre-school or other staff or committee at the setting may face disciplinary action in line with the pre-school's disciplinary procedure.

Friendship/Tagging

- Pre-school employees must not have as or request parents of children currently attending the group or their known family members to be network friends¹. In this social setting it is easy to cross the line by inadvertently discussing the child even with the

¹ If network friends before child attended the setting, then pre-school employees are asked to be cautious of what they share.

parent's permission. All pre-school staff must comply with the GDPR in and out of work time.

- Staff must equally not accept friendship requests from parents or their family members whilst the child attends the setting. Polite refusal is perhaps embarrassing initially but carefully chosen words stating it is pre-school policy (without naming the setting) that disallows it. Remember it is other people too that can see posts.

Topic Matter Guidelines

North Nibley Pre-school staff and committee are encouraged to use the following guidelines in social networking practice:

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public, refrain from sending it over a social networking site.
- Even though you may think you are anonymous or use an alias, you might be recognised.
- Maintain professionalism, honesty and respect.
- Apply a "good judgement" test for every activity related to North Nibley Pre-school. Could you be leaking or discussing confidential information? Is it a negative commentary regarding North Nibley Pre-school or its staff and/or committee? Activity of "good judgement" would include statements of fact about North Nibley Pre-school and the services it provides or any information already on the Pre-school website.

If any staff or committee member becomes aware of social networking activity that would be deemed as distasteful or fail the "good judgement" test, contact the Chairperson immediately.

North Nibley Pre-school's Facebook page

This is an "open" page and is administered by the committee. No pictures of the children will ever be uploaded onto the website, or a child's name published². The page will advertise what activities the children have been involved in during the week, what fundraising events are planned and general new updates. The contents of the page will be reviewed and edited (ie. items deleted) on an annual basis.

Pre-school Assets

The use of North Nibley Pre-school assets (eg. laptop, i-pad, internet, email etc) is intended for purposes relevant to the responsibilities assigned to each member of staff or committee. Social networking sites are not deemed a requirement for staff in the course of their employment.

Pre-school Sensitive Matters

Any online communication regarding information such as layoffs, strategic decisions or reduction in working hours is forbidden.

Statements

Defamatory statements can lead to lawsuits against the author of the statement and can, at the very least, bring bad publicity for the pre-school.

² Parents/carers sign a consent form with regards to photographs when their child joins the setting.

Support and Advice

If you are worried about a child or a colleague you can also contact the following helplines for support and advice.

- Professionals Online Safety Helpline – Advice and support for professionals working with children with any online safety issues children in their care may face – 0344 381 4772 or helpline@saferinternet.org.uk
- NSPCC helpline – Advice and support for anyone who is worried about a child or needs information about child protection – 0808 800 5000

National organisations which provide advice to professionals working with children include:

- [Childnet](#)
- [London Grid for Learning](#)
- NCA-CEOP www.thinkuknow.co.uk and www.ceop.police.uk/Safety-Centre
- [UK Safer Internet Centre](#)

Further Guidance

- UK Council for Internet Safety, Guidance “Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Guidance for Practitioners” (published 4 February 2019)

Legal Framework

- General Data Protection Regulations 2018
- Data Protection Act 2018
- Human Rights Act (1998)

Associated policies and procedures

- No 36 : Data collection and information sharing