**1.1 Safeguarding children**

**1.1.12 Social networking policy**

**Policy statement**

The use of online networking sites (including, but not limited to, Facebook, Myspace, Linkedin and Twitter etc) has become a very significant part of life for many people. These sites provide a very positive way to keep in touch with friends and colleagues and can be used to exchange ideas and thoughts on common interests, both personal and work-related. However, there have been occurrences where these services have been used for less positive reasons or during working hours, hence the need for formal guidance.

**EYFS key themes and commitments**

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| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.1 Respecting each other  2.2 Parents as partners  2.4 Key person | 3.4 The wider context |  |

**Procedures**

* If an employee’s personal internet presence does not make any reference to the Setting or cannot be identified, the content is unlikely to be of concern to the Setting. If employment at Ancells Farm Community Pre-School is referred to then the information posted would need to comply with the employment conditions outlined below:-
* Instances where the Setting is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied.
* An employee should not disclose confidential information relating to his/her employment at Ancells Farm Community Pre-School.
* An employee should not disclose details of any children attending the setting.
* Sites should not be used to verbally abuse or harass staff or parents. Privacy and feelings of others should be respected at all times. Employees should obtain the permission of individuals before posting contact details or pictures. Care should be taken to avoid using language which could be deemed as offensive to others.
* If information on the site raises a cause for concern with regard to conflict of interest, employees should raise the issue with their Line Manager.
* Viewing and updating personal sites should not take place during working times, unless in exceptional circumstances, such as where activities form part of a project and this has been agreed in advance as appropriate by the Line Manager.
* Safeguarding is paramount and no reference should be made relating to any child/family/staff at the setting.
* Sites should not be used for accessing or sharing illegal content.
* Any serious misuse of Social Networking sites which has a negative impact on Ancells Farm Community Pre-School may be regarded as a disciplinary offence. This includes any conduct which may, in our opinion, damage Ancells Farm Community Pre-School’s reputation or undermine our policies, breach confidentiality or defame a third party. Please consider whether your communications are appropriate and professional. This includes comments made through Instant Messenger applications.
* If parents become ‘friends’ on the social networking site, staff should ensure that no discussions/statement relates to the setting or anyone involved at the setting, whether it be negative or positive.
* What you post on a site is open to scrutiny by others and may impact on your role within the setting where outside activities are discussed.
* Ancells Farm Community Pre-School does not discourage staff from using such services. However, all should be aware that Ancells Farm Community Pre-School will take seriously any occasions where the services are used inappropriately.

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| This policy was adopted at a meeting of | Ancells Farm Community Pre-School | name of setting |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |