



Internet Safety and Social Networking Statement

Statement

At Footprints pre-school we recognise the exciting opportunities that technology can provide for the children in our care and the way we communicate to parents/carers/staff. We take e-safety very seriously. We aim to minimise the risk of misplaced or malicious allegations being made against staff, and to make aware and support parents/carers in e-safety.

We aim to create a safer online culture in our setting by:

1. Including e-safety within our staff induction procedure and ensuring that staff receive appropriate training and guidance.
2. All staff have a clear understanding of what is considered acceptable and unacceptable.
3. All staff understanding that the use of social networking sites in their recreational time on their own devices must not compromise professional integrity or bring the setting into disrepute.
4. Staff will not use social networking sites to communicate with each other regarding work. Specifically, no mention must be made of the Footprints name, staff member's names must not be referred to in connection with work or in a derogatory fashion, no reference must be made of any pre-school child or their family, or other work related issues.
5. All staff understanding the risks of adding parents, children and young people as 'friends' on social network sites or using their personal IT equipment to communicate with parents, children or young people. It is our policy that staff do not have any current parents as 'friends' on social network sites or communicate with current parents on their own IT equipment.
6. We use password-protected email to share confidential information.
7. We have and adhere to a strong mobile phone/electronic recording medium or device/camera procedure.
8. Anti-virus software is installed on all computers and updated regularly
9. Should any copyright material be used on the pre-school website, permission will be sought from the copyright holder prior to publishing with appropriate attribution.
10. Footprints does not publish any online contact details of the children or their families.
11. We would ask our parents/carers not to voice any concerns or complaints about pre-school on social media, as you may be held to account for comments you make.
12. We meet the General Data Protection Regulations 2018 legal requirements.

This policy was adopted by Footprints Pre-school

Date: _____

Signed by: _____
On behalf of Management (Manager, Owner, Chairperson)

Review Date: _____

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.