

## **Social Networking and Computer Policy**

### **Principles**

The safety and well being of every child is paramount. It is recognized that digital technologies can pose a risk to children, however, technology offers many wonderful opportunities for learning.

### **Policy**

This policy aims to ensure all persons involved in Rainbow Stop Playgroup adopt safe and responsible behaviours that promote the acceptable use of technological equipment.

### **Procedure**

Staff should

- Understand their responsibility in protecting children.
- Avoid any conduct in or out of the workplace that could lead to any reasonable person to question their motivation, intentions or suitability to work with children.
- Always act and be seen to act in the child's best interest.
- Take responsibility for personal actions and behaviour.

Committee will:

- Ensure that all staff are aware of expectations or professional conduct.
- Ensure staff are not placed in situations which render them particularly vulnerable.
- Take action if this policy is not adhered to.

### **Social Networking**

Communication with children and parents, by whatever method, should take place within professional boundaries and staff should avoid personal subject matter. This includes the use of technology such as mobile phones, text messaging, emails, digital cameras, videos and blogs.

We understand that some members of staff may already be friends with parents that have children attend the playgroup, we ask that you take great care within these relationships because the Playgroup has a professional reputation to upkeep. We feel that restrictions need to be placed on staff when they access social networking sites because comments or video uploads made on sites such as 'Facebook, Twitter, You Tube' could have an impact on how parents using the Playgroup view the staff.

Playgroup Staff:

- Should not give out their personal contact details to children or parents.
- Must not post anything onto social networking sites that could be construed to have any impact on the Playgroup's reputation.
- Must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- That choose to allow parents to view their page on social networking sites must ensure their relationship remains professional at all times.

The Playgroup Facebook page:

- Will only be updated by the Leader.
- Will not have any pictures of Playgroup children uploaded onto it.
- Will only be used as a source of updating parents on events and news in the Playgroup.

### **Acceptable use of computers.**

It is recognized that the internet poses a risk to children if they access inappropriate material.

Staff will:

- Not use the settings computer for their own personal use unless permission has been given by the Leader.
- Not access social networking sites on Playgroup equipment, unless it is the Playgroup's page.
- Ensure children are not exposed to indecent or inappropriate images.
- Ensure that if the internet is being used by a child an adult will remain beside them at all times.

Signed: