

Cold Ash Pre-school: Online Safety Policy

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of social media.

Policy statement:

- The Pre-School Management Committee have developed a Facebook page purely as a way for parents to contact and engage with each other, it is not used or accessed by the children.
- Staff will not discuss individuals or upload photographs of pre-school children on Facebook, Twitter or any other Social Networking site.
- We request that parents do not discuss individuals or upload photographs of preschool children onto our Facebook page. Any incidences of this will be removed by our page's administrators, which are facilitated by the Management Committee.
- Should parents and visitors have taken any photographs of children whilst at pre-school (having gained approval), we request that these images are not shared on social media. Any photographs posted on social media sites must only include the parent's child and all other children must be cropped out or blurred. If we discover any breaches of other families' privacy on social media sites we will ask that these photos are removed.
- The use of mobile phones is not permitted within the pre-school hall, toilets or garden.
- The taking of photographs on mobile phones or similar small devices is not permitted anywhere in the pre-school.
- Pre-School email addresses will only be used for emails relating to pre-school and must not be used for sending or receiving personal emails. Children will not have access to email at pre-school.
- Parent's attention will be drawn to this policy. If any Parent needs advice about using the online learning journey system or about keeping children safe at home by using the appropriate filters on computers and tablets, we would be happy to offer advice.
- When using social networking sites all staff must remember that they are in a professional position and are responsible for the care and education of children. The Leader, Committee and staff should ensure that electronic communication with parents, carers, committee and staff are in line with the policies and procedures of pre-school.

Social Media:

At Cold Ash Pre-school we consider it extremely important that we work in partnership with parents and keep the lines of communication open. There are several means of communication:

- E-mail
- Phone call
- A note in the diary
- An arranged meeting
- A quick moment at drop off and pick up (staff only have limited time at these times)

Whilst we strive to build positive relationships with families we need to remain professional and respect confidentiality to safeguard everyone. To help staff abide by these codes of professional conduct they are not permitted to engage with parents on social media. We therefore request that you refrain from asking staff to join your social media accounts.