

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 mobile phones and cameras in the setting.

Social Media Policy statement

This social networking policy applies to our members of staff, students and volunteers at Peekaboo Childcare (Torquay) Ltd and sets out guidelines that should be followed for all on-line communications. We also make parents and their families aware of this procedure through this policy. Whilst social media, professional networking sites and personal web sites are all useful technologies, every employee needs to use good judgement about what makes its way on-line.

Relevant technologies

This policy includes (but is not limited to) the following specific technologies:

- Personal blogs
- Twitter
- Face book
- MySpace
- LinkedIn

Family

Family

Family is an online nursery management, invoicing, attendance and communication system. We use Family to manage the day to day running of the nursery, record and store children's personal information, log the children in and out of setting securely and adhering to our security policy, book and invoice sessions and purchases and communicate on a daily basis with parents. It is a secure system which is hosted on secure servers within the UK. As above, staff at times may access Family outside the nursery setting. They must adhere to our acceptable use policy when doing this.

- The Family on-line Learning journal system is hosted by a secure dedicated servers based in the UK.
- Staff will record your Childs development through secure online learning journals.
- On occasions there may be times when staff updates these journals at home in guidance with our acceptable use policy
- All photographs will be uploaded on to Family in the nursery. Staff will add observations to these in nursery time when possible, but occasionally from home.

- Parents and carers are given the responsibility for choosing what to do with any personal data contained in the learning file, once it is in their possession. However parents must be aware that they are not permitted to ‘publicise’ another child and must therefore be reminded that they must not share, distribute or display said images. If this happens they will lose the right to have Family. Parents are asked to sign an acceptable use contract with the nursery.

Procedures

Staff, students and volunteers using social networking sites must:

- Refrain from divulging any information about children and parents within the setting.
- Refrain from making comments that may be seen as detrimental to the reputation of the nursery
Maintain professionalism by not accepting parents/carers as ‘friends’ on social networking sites.
- Ensure that photographs or materials published on social networking sites do not identify the nursery, its staff or children and their families.
- We talk to our parents/carers about social networking sites and the implications it may have on the setting, staff children and their families if information or photos were uploaded and deemed detrimental to anyone associated with the nursery.
- We ask parents at special events (Christmas, sports day etc...) for their permission for photographs to be taken by other parents, as it might also include their child, and if they were to put them on social network sites not to have, if possible, any other child or adult in the picture. Signed permission is also given on the enrolment forms.

Disciplinary action

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to Peekaboo Childcare (Torquay) Ltd may face disciplinary action that may result in dismissal. Student and volunteers will be asked to leave immediately.

If a member of staff becomes aware of any social networking activity that identifies Peekaboo Childcare (Torquay) Ltd staff children or families in a detrimental way they should notify the Nursery Manager or Deputy immediately.

Legal framework

Early Years Foundation Stage Statutory Guidance 2015

This policy was adopted by	Peekaboo Childcare (Torquay) Ltd	<i>(name of provider)</i>
On	April 2021	<i>(date)</i>
Date to be reviewed	April 2022	<i>(date)</i>
Signed on behalf of the provider	<hr/>	

Name of signatory

Alexandra Morton

Role of signatory (e.g. chair, director or owner)

Director
