

# InceyWinceys Day Nursery

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## Social Networking and Internet Safety

At Incey Winceys Day Nursery and Preschool we have a commitment to ensuring the safety of the children within our care and of our staff we have developed this social networking and Internet safety policy.

For the purposes of this policy social networking is defined as all media and Internet sites where people can post media (photographs, videos etc.), personal opinions or post anything that may be accessed by the public via the Internet. Examples of social networking sites include Facebook, Twitter, LinkedIn, Instagram, SnapChat, YouTube and any others that allow other Internet users access media.

The nursery has a Facebook account which is used for general, positive posts or announcements about the nursery and our staff. It is also used to update parents and remind them of events that are happening at the nursery.

Parents sign the following statement with regards to sharing photographs taken on nursery premises:

**“I agree that any photographs I take or are shared with me, that have children other than my own in, are for personal viewing only and will not be shared on any social networking sites or online at all.”**

If Incey Winceys is alerted to the sharing of photos including children other than the parents own child, the nursery will take steps to prohibit access to further photos.

***In March 2021 the nursery amended the child contractual agreements to include optional permission for the child’s images to be used on the nursery website and/or nursery social media sites. ALL STAFF MUST BE AWARE OF THOSE WHO HAVE REFUSED THIS PERMISSION AND BE MINDFUL OF NOT POSTING ANYTHING VISIBLE TO OTHERS. This may include on Tapestry and staff are aware they must check the permissions for each child in their care.***

On social networking or Internet site:

- No posts may be derogatory to staff, volunteers or students.

**Revised on 12<sup>th</sup> March 2021**

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- No posts may be derogatory to parents, carers or children within the nursery and must never insinuate derogatory comments or thoughts.
- No photographs or videos of children in the nursery's care may be posted onto the nursery page or any other Internet site without prior written consent from parents.
- No photographs or videos may be posted of children within our care by staff onto personal sites or onto the Internet.
- Social networking sites should not be used during working hours.
- Staff, volunteers and students must not be friends with parents or carers on social networking sites.
- No posts onto social networking sites or on the Internet should ever bring the nursery or business into disrepute.
- Bullying via social network sites or the Internet against other members of staff, volunteers or students will not be tolerated and will lead to disciplinary action.

Not adhering to the above guidelines will result in formal disciplinary action.

## **Internet Safety**

Within the nursery we use iPads and see them as a beneficial tool in teaching children about ICT and many other areas of the curriculum. Our iPads are enabled to use the Internet, but staff, volunteers and students must be aware of the need to use the Internet safely.

- Parental controls are set so that inappropriate language, images, games or websites cannot be accessed by the children.
- Children who are old enough to own or carry their own mobile phone should not use it whilst in our care as outlined in the Mobile Phone Usage policy.
- Children should report any kind of bullying or harassment that they may be receiving via social network sites or the Internet to a member of staff so that it can be dealt with appropriately.

**Revised on 12<sup>th</sup> March 2021**