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## Pound Hill Pre-School Policy and Procedures



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### 12.1 Internet and Social Media Policy

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We publish information about our Pre- School and communicate with parents / carers in many ways:

- informal meetings
- newsletters
- email and text messages
- our own website
- Access to amend the Pre-School website is limited to the Chair, Treasurer and Secretary of the Committee and the Manager of the Pre-School.
- Access to the email account for the Pre-School is available to be used by all members of staff once accessed with the password. The password is regularly updated and only known to the Manager and Assistant Manager.

#### Online Journals

The Pre-School uses the online learning journal system called Tapestry. Parents are issued with individual access using their own email address and chosen password. Initially the accounts are set up by the Manager with parents advised to change their passwords to one of their choice. Only practitioners and the individual parents can access their child's account. Any alterations to account details can only be completed by the Manager. Once a child has left the setting a PDF file of the child's journal is compiled, sent to parents and then deleted from the Pre-School profile.

#### I-pads and Fire Tablets

- The pre-school uses I-pads to take photos for Tapestry and to email photos to parents.
- Children are not permitted to use the I-pads unsupervised and are only able to access pre selected apps.
- All photos are deleted from the I-pad and tablets every half term.

#### .Privacy

- We will not publish photographs of children without the written consent of parents / carers
- We will not identify by name any of the children featured in photographs to persons other than the child's parents
- No permanent displays within the premises will contain children's photos

#### Parents / Carers and Visitors to the setting

On starting preschool all parents are provided with a Welcome pack which a signature advising that a condition of starting preschool includes that the Pre-School is contacted first, with any complaints or concerns they may have and allow the preschool the opportunity to resolve a complaint or concern before turning to the media including all social media sites.

**Practitioners**

Social media sites are not appropriate places to discuss personal matters that are specific to individual members of our community, whether that is children, parents or staff. In addition, in order to protect their own privacy and that of the Pre-School all practitioners are not permitted to have children or relatives of any child that attends the setting as a friend or follower to their personnel social media site, for the duration of the child's attendance at the Pre-School.

If a practitioner is found to be discussing any member of our community on social media sites they will be subject to disciplinary procedure.

The preschool is registered with the International Commissioners Officer (ICO)

This policy was adopted by: .....K Platt.....

Role of Signatory: .....Manager.....

Date: .....July 2021.....

Date to be reviewed: .....01/09/2022.....