

Social Media and Internet Policy

Policy Statement

At Pound Hill Pre-School we share information with the community, parents and carers in a variety of ways. We share information about fundraising events and special occasions.

How we share information

We share information with our parents and carers and the local community via a variety of methods including;

- ❖ Informal meetings
- ❖ Newsletters
- ❖ Email, text messages and Whats app
- ❖ The Pre-School website
- ❖ Famly app

Emails

Access to the Pre-School admin account is limited to Management, who will with discretion share any emails with relevant staff and the relevant time. The password is changed on a regular basis.

Website

Access to the website is limited to the Manager and the Chair of committee, this is to ensure that the website is updated appropriately.

Online Journal

The Pre-School uses the online learning journal system called Famly, Parents are issued with individual access via their personal email accounts, via link for them to create their own personal login credentials. Management are the only employers who have access to make any alterations to a child's details or parent / carer details. Once the child has left the setting parents are able to download their child's journal themselves, the child's last day will be set as soon as we know their leave date.

Management have access to the child's booking systems which is also on the Famly app and parents receive their invoices via the Famly portal.

Staff have the ability to create and send Posts to parents – which are to include daily logs of the activities available during the day, they are also able to send observations of the children's learning and development via the app.

iPad

- ❖ The Pre-School uses iPad to take photos and videos to be shared on Famly
- ❖ Staff are not permitted to take iPad home
- ❖ Children are not permitted to use the iPad unsupervised and are only able access them for educational purposes.
- ❖ All Photos and videos are deleted on a termly basis.
- ❖ Staff are not permitted to use the Ipad for personal use.

Privacy

- ❖ We will not publish photos of children without permission from parents/carers
- ❖ We will not publish photos of children on the website and or social media.
- ❖ Children will not be identified by name
- ❖ No permanent displays will feature children's photos.

Parents/Carer and visitors to the setting

On starting Pre-School all parents are provided with a Welcome pack which a signature advising that a condition of starting Pre-School included that the Pre-School is contacted first, with any complaints or concerns they may have and allow the Pre-School 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 personal social media sites, for the duration of the child's attendance at the Pre-School. Unless the friendship is a pre existing the time of the child / family admission to 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 procedures.

The Pre-School is registered with the International Commissioners Officer (ICO)

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual