

Guilsborough Preschool Social Networking and On-Line Storage Policy for Staff and Committee

Implemented February 2014

Guilsborough Pre-school recognises that new technologies are becoming integral to the lives of the next generations. Social networking sites such as Facebook are now the communication forum of choice amongst young people and, consequently, the parents of current and future children of the Pre-school.

It is important to have clear guidelines for the use of social media as a tool for the staff at Pre-school.

The risks associated with using the internet and social media are well documented. They include: Grooming by sexual predators, Cyberbullying (child to child), sending indecent personal messages or images and the inappropriate use of online content such as pornographic material.

This policy is designed to ensure staff have clear guidelines for the use of Social Media within the Pre-school.

Guilsborough Pre-school has a Facebook page.

- Only 3 adults will have access to input on the page. Those will be the Pre-school Manager, the Pre-school Administrator and the Committee Secretary.
- Passwords to access the site will be shared only between those 3 personnel
- Passwords will be changed regularly to ensure site security and prevent hacking or misuse
- Privacy settings on the page will be set to the maximum levels and checked regularly to ensure no persons have inappropriate access to the site to be able to add, comment or amend content
- Staff will be updated on e-security regularly
- The 3 personnel will Manage the content of discussion boards (if used) to ensure no inappropriate content, language, advertising etc is used
- Photos of children will never be used on the GPS Facebook page or other online media in the public domain

Other Guidance for social networking for all staff

- Staff should carefully consider their own personal use of social networking sites. They should review the level of private information they share online and the suitability of the content in respect of their professional childcare role
- Staff WILL NOT link their personal on-line presence to the Pre-school accounts
- Staff should ensure that any communication to parents is made using a pre-school professional e-mail address and not from their personal e-mail.

On-line storage of computer based documents.

GPS uses an internet based system for the storage and backup of Pre-school documents. This enables the safe retrieval of documents in the event of a hardware breakdown

- No photos will be stored on drop-box or any other on-line storage mechanism.
- All current serving members of the committee will have access to Drop-Box along with the Manager of the setting
- Passwords for access will be changed regularly and always upon a change of personnel at the pre-school or the committee
- Only information pertaining directly to the Pre-school and its business affairs will be stored on drop-box

If a member of staff believes an infringement of this policy has or is taking place, they should report it to the Pre-school Manager in the first instance or to the Committee Chair Person if the Manager is implicated.

N.B. Parents will not be permitted to post on Facebook pages.

Breaches of this policy by Pre-school staff may result in Disciplinary action.

Policy Adopted at a Meeting of the Preschool Committee on:

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Signed by Committee Chair Person

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