

1.4 Social Networking – Online technologies

Policy statement

This policy applies to all staff members employed by Village Montessori Nursery School – both paid and voluntary. The policy sets forth guidelines that employees and volunteers should follow for all online communications in reference to the setting. Social media, professional networking sites, rapid-fibre communications, blog sites, and personal web sites are all useful technologies; realise this fact. Every employee and volunteer has an opportunity to express and communicate online in many ways, and we do not wish to discourage an online presence. Above all else, everyone needs to use good judgement on what material makes its way online. This includes (but is not limited to) the following specific technologies: Personal blogs, Twitter, Facebook, Instagram, MySpace, Personal Web sites, Digg, Snapchat, etc.

EYFS Key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
- Keep children safe	-warm, loving and fostering a sense of belonging	-value all people - value learning	-creating and thinking critically

Procedures

- At NO circumstance that any material in reference to children, parents or other professionals that employees may come in contact through work should be presented online.
- At NO circumstance that any photographs published that identify the children and staffs in the setting, except in the nursery website where the parents have given signed consent.
- Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to Village Montessori Nursery School or other members of staff (unless staff permission has been given) may face disciplinary action in line with the nursery disciplinary procedures.
- All staff members are to be remembered that NO information sent over the web is totally secure, hence do consider refrain from sending it over a social network sit.
- Always maintain professionalism, honesty and respect.

- Apply 'good judgement' and text for every commentary or statement related to the setting, e.g. think of consequence on breaking confidentiality. Contact your Manager if you aware of any social networking activity that raise concerns.
- Any inappropriate proprietary information, e.g. strategies decisions, staffing etc. for uncoordinated public exchange is strictly forbidden.

Legal Framework

- Children Act (1989 Sec47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matter, 2004)
- Safeguarding Vulnerable Groups Act (2006)