



# SOCIAL MEDIA AND MOBILE PHONE POLICY

## SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

### POLICY STATEMENT

Social Networking sites have become very popular and provide a great way for people to keep in contact with friends. However, through the open nature of such sites it is also possible for third parties (including Smarties Pre-School and Out of School Club) to access this information. The intention of this policy is not to stop staff and parents from conducting legitimate activities on the internet, but to make them aware of some of the implications that might arise.

The principles set out in this policy should always be followed. If in doubt, then details should be discussed in the first instance with a member of the Management Team (Setting Manager or Deputy Manager). Social networking sites allow photographs, videos, and comments to be shared with thousands of other users.

### STAFF USAGE OF SOCIAL MEDIA

It is not appropriate to share work-related information whether written or pictorial in this way. Staff members should respect the privacy and the feelings of others. Please refer to our Confidentiality Policy.

Staff are in a professional position and are responsible for the care and education of children. Therefore, they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute. Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children, young people, and vulnerable adults.

### Aim

- That our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting
- That we recognise our legal responsibilities Objectives
- All staff and parents should bear in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation.
- If a member of Staff allows parents to view their social networking page, they must ensure that the relationship remains professional at all times.
- They must ensure that there will be no uploading of photos of staff, or children and their families on any site.
- They must ensure not to upload the names of any children or staff that attend Smarties Preschool and Out of School Club, nor discuss any matters that relate to them.
- If any of the above points are not followed then the member of staff involved could face disciplinary action which in turn could lead to dismissal.



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### SMARTIES FACEBOOK PAGE

We have a public Smarties Facebook Page which can be accessed by all Facebook users.

#### Procedures:

- In terms of posting photographs of children on our website or any social media, we must first have consent in writing from the parents/carers.
- It's important that parents/carers clearly understand what they are consenting too, for example: will photos be used on the Smarties website, and social media or just the website. At the time of registration, we will ask you to complete a permission slip which will allow you to advise us of your permissions or non-permission in relation to the use of your child's photo/s on the Smarties website or Facebook Page.
- If a parent/carer has consented to Smarties using their child's photograph, we can use those photos on the website and on social media (depending on what they have consented to).
- We will not use any child's name on our website or social media to identify them.
- We will not use any child's photograph on our website or on social media if we have not received written consent from their parents/carers or if it would constitute a safeguarding issue.
- Should a parent wish to have their child's photo removed from our website or on social media at any time, we will do that immediately.

This policy was adopted on:

07/06/2023

Date to be reviewed:

07/06/2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

07/06/2023



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