

Oaklands Nursery and Childcare

Title: Social Networking Policy	Version: 3 September 2015
	Created by: S Bailey
	Governor approval Signed Date
	Review date: September 2016 ✓ <i>no change C Hammond 19.10.16</i>
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	Review date: September 2020

Introduction

The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new and exciting ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our duties to our School Community and partners, our legal responsibilities and our reputation.

For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation and Schools of the 21st Century, whilst providing a framework of good practice. They apply to all members as defined by School representatives.

Purpose

The purpose of this policy is to ensure:

- that Oaklands Nursery School and Oaklands Childcare, its leaders and governors are not exposed to legal risks;
- that the reputation of Oaklands Nursery School and Oaklands Childcare, staff and governors at the school are not adversely affected;
- all children are safeguarded

Scope

This policy covers the use of social networking applications by School Employees, Governors and/or Elected Members and by partners or other third parties on behalf of the School. It also refers to use of social media by parents in relation to any nursery issues.

These groups (including parents/carers of children) are referred to collectively as 'School representatives' for the purpose of this policy.

The requirements of this policy apply to all uses of social networking applications which are used for any school related purpose and regardless of whether the School representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to:

- Blogs
- Online discussion forums, such as netmums.com
- Collaborative spaces, such as Facebook
- Media sharing services, for example YouTube
- 'Micro-blogging' applications, for example Twitter

All school representatives should bear in mind that information they share through social networking applications, even if 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. They must also operate in line with the School and Local Authority Equality and Safeguarding Policies.

- School staff will not invite, accept or engage in communications with parents or children from the school community to any personal social networking sites while in employment at Oaklands Nursery School.
- If a School Representative is made aware of any other inappropriate communications involving any child and social networking, they must be reported immediately as above.
- School internet policy must be used at all times when children use ICT and access the internet in school. School staff will not use Facebook or similar online networking sites whilst at work.
- School staff must make clear that any comments (e.g. political views) are their own personal opinion.

- School staff will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school into disrepute.
- In line with safeguarding procedures, no comments should be made with reference to the school, its staff, governors, pupils, families, any persons associated with it or events.
- School staff will not place any information regarding their activities at school, or the school in general on any social networking sites.

This list is not exhaustive. Above all, staff must act professionally at all times and must not, through their actions or inactions, bring the school into disrepute.

This guidance can also apply to text messaging and mobile phone communication.

Promotion of nursery activities

It is recognised that social networking has an important place in promoting activities and sharing information about the nursery. Any information posted on a social networking site must:

- be with the approval of the headteacher and governors

- be on a site approved by the headteacher and governors

Child protection guidance

If the headteacher receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner as detailed above they should:

- Record the disclosure in line with the child protection policy.
- Schools must refer the matter to the LADO who will investigate via the Child Protection Team.
- If the disclosure has come from a parent, take normal steps to calm the parent and explain processes.
- If disclosure comes from a member of staff, try to maintain confidentiality.
- The LADO will advise whether the member of staff should be suspended pending investigation after contact with the police. It is not recommended that action is taken until advice has been given.

Enforcement

Any breach of the terms set out below could result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible School representative being suspended.

The Local Authority reserves the right to require the closure of any applications or removal of content published by School representatives which may adversely affect the reputation of the School or put it at risk of legal action.

Any communications or content published by a school representative that causes damage to the School, Local Authority, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the School and Local Authority Dismissal and Disciplinary Policies apply.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct.

The Local Authority expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

Communicating the policy

This policy has been approved by governors and will be reviewed annually(see review date).

The policy has been drawn up in collaboration with staff and governors.

Copies of the policy are in:

Oaklands Policies and Procedures

Staff induction pack

Student and volunteer pack

Parent Policy Pack

Related Documentation

Complaints Procedure

Oaklands Nursery Social Media Conduct Agreement - Parents

We require you to sign and agree to follow the Conduct Agreement for using social media communication platforms to ensure clear boundaries between Oaklands Nursery and home are followed.

- Follow the social media policy and not bring Oaklands Nursery or Oaklands Childcare (Wolstanton) Ltd into disrepute;
- observe confidentiality by not discussing other children, parents or practitioners;
- not share, tag, post or copy any information from Oaklands Nursery or Oaklands Childcare (Wolstanton) Ltd without prior permission from the 'management';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of Oaklands Nursery or Oaklands Childcare (Wolstanton) Ltd;
- report any known breaches of the above to the designated person for safeguarding Sara Bailey;
- Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way and are deemed as being inappropriate will be responded to.

I

Name : _____ Signature: _____

Date: ____/____/____

Oaklands Nursery Social Media Conduct Agreement - Students

We require you to sign and agree to follow the Conduct Agreement for using social media communication platforms to ensure clear boundaries between Oaklands Nursery and students/volunteers are followed.

- Follow the social media policy and not bring Oaklands Nursery or Oaklands Childcare (Wolsrtanton) Ltd into disrepute;
- observe confidentiality by not discussing children, parents or practitioners;
- not share, tag, post or copy any information from Oaklands Nursery or Oaklands Childcare (Wolsrtanton) Ltd without prior permission from the 'management';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of Oaklands Nursery or Oaklands Childcare (Wolsrtanton) Ltd;
- report any known breaches of the above to the designated person for safeguarding Sara Bailey;
- Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way and are deemed as being inappropriate will be responded to.

I

Name : _____ Signature: _____

Date: ____/____/____

Oaklands Nursery Professional Conduct Agreement

We acknowledge that practitioners will use online and digital technologies in their personal and social lives so we ask them to sign the following Voluntary Professional Conduct Agreement to ensure clear boundaries between their home and professional roles.

(Name of practitioner):.....

I agree that through my recreational use of social networking sites or other online technologies that I will:

- not bring Oaklands Nursery/Oaklands Childcare Ltd into disrepute;
- observe confidentiality and refrain from discussing any issues relating to work;
- not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view;
- set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
- keep my professional and personal life separate, and not accept children and parents/carers as 'friends';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the early years setting;
- either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
- report any known breaches of the above;
- I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of Oaklands Nursery/Oaklands Childcare Ltd.
- I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

Signature:

Date:

Oaklands Nursery Online Incident Log

Date and time of incident
Duration of incident
Description of the online safety incident (include details of specific services or websites used e.g. chat room, email addresses, usernames etc.
Why do you have concerns about this incident?
Has the information been recorded and secured? Yes/ No
Who was involved and how do you know this?
Is there any evidence to suggest that false names/details have been given? (Give full details of real names and email addresses where known).

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How was the incident identified? e.g. by member of staff

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What actions were taken, by whom and why? (Give detail of agencies informed and contact person within those agencies).

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Name of person completing this form:

Position:

Name of setting:

Signature:

Date: