

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**13. SOCIAL NETWORKING & INTERNET**

The Internet provides a number of benefits in which staff may wish to participate. However, when someone is identified with Caterpillars Pre-school or discusses their work, they are expected to behave appropriately when on the Internet.

The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt then details should be discussed with the Senior Manager.

The intention of this policy is not to stop staff from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflicts can arise.

**Procedures**

1.1 Staff/Committee members and volunteers are in a professional position and are responsible for the care and education for Early Years children. Therefore they:

* Must not engage in any activities which may harm the welfare of children or adults in connection with the setting.
* Must not engage in activities on the Internet which might bring CaterpillarsPre-school or its associated employees into disrepute.

**Social Networking Sites**

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties (including parents) to access this information.

* Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, staff are not permitted to share work-related information whether written or pictorial in this way.
* Under no circumstance should comments be made about Caterpillars Preschool, its staff, children, or volunteers on the Internet.
* Staff members, parents, relatives and friends must respect the privacy and the feelings of others.
* If a staff/committee member believes something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the Senior Manager.
* Under no circumstances should staff have parents/carers on any social networking site friend list as this is seen as professional conduct.
* Staff are not to access the internet during session times, unless using Tapestry (online journal system) during their allocated online Tapestry time to input observations.
* Failure to adhere to this policy may result in disciplinary action.

**Protection of facilities**

* Staff must be aware of viruses which could lurk in e-mails. Whilst using the preschools internet facilities staff must not open any e-mails from names that aren’t recognised in order to protect the preschool computer from potential viruses.
* It is vitally important that staff re careful about the content that they research or download. It is possible to trace every page that has been viewed, highlighting any inappropriate web pages that may have been looked at.
* Children are to be encouraged to use the internet if appropriate but must be supervised at all times.
* Consent forms are required to be completed via parents/carers prior to a child accessing the internet.

Legal framework

* Children Act 1989 updated 2019 c.10
* Protection of Children Act 1999
* The General Data Protection Regulation Act 2018
* The Children Act ( Every Child Matters ) 2004
* Safeguarding Vulnerable Groups Act 2006

This policy was adopted by the Manager of Caterpillars Pre-school on 04/09/2024

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Name of signatory: Catherine Clark Role of signatory: Manager