

6.3 Social Networking and Mobile Phone Policy

Policy Statement

Magic Daycare Nurseries is aware that employees may participate in social networking on websites such as Facebook, Twitter and LinkedIn and respects their right to a private life.

However, Magic Daycare Nurseries must ensure that confidentiality and our reputation are protected.

Therefore employees using social networking websites must:

- Not identify themselves as working for Magic Daycare Nurseries
- Ensure staff conduct themselves in an appropriate manner at all times
- Ensure their interaction on these websites does not damage the working relationships between members of staff and clients.
- It is not considered professional to become 'friends' with any parent on any social networking site. If you are already a 'friend' with a parent we would ask that you consider deleting them, or if you receive a 'friend request' from a parent please ignore it.
- Report any concerns to their Manager about information disclosed on social networking/internet sites.

Security & Identity Theft:

- All staff should be aware that social networking websites are a public forum and should not assume that their participation will remain private.
- Staff should never send abusive or rude messages. Comments made may be deemed slander that could lead to prosecution.
- Staff should take steps to protect themselves from identity theft
- Staff must ensure no confidential information is passed on to any unauthorised person
- Staff must ensure no information regarding the nursery is disclosed on any site.
- Ensure no pictures are added that include children from the nursery or staff in uniform

- Staff should never disclose any details of staff, parents, or children
- Staff should never disclose details of existing or potential customers
- Staff should report to their Manager where the above has been breached by any other person, including ex employees.

Any breach of this policy could result in disciplinary action including dismissal.

We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as Facebook could have an impact on how parents using the nursery view the staff.

- Mobile phones are not to be turned on during your working hours.
- Mobile phones must not be used unless on a designated break and then this must be away from the children.
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day.
- Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Acceptable Use Policy:

The aim of this Acceptable Use Policy is to ensure that staff, volunteers and children will benefit from the technologies offered by the nursery in a safe and effective manner

This policy will be revised annually. All staff and parents will be made aware of it. The signing of the relevant forms will be part of all staff's induction.

The Nursery employs a number of strategies in order to maximise the opportunities and reduce the risks associated with the use of the Internet and mobile technology. These strategies are as follows:

- Children will always be supervised when they are accessing the Internet.
- Children will only search the Internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material.
- In the case of accidental accessing of inappropriate materials adults will minimise the risk of exposure to inappropriate material.
- In the case of accidental accessing of inappropriate materials adults will minimize the site and will report it immediately to the manager.
- Approved firewall and filtering software is in place in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of the Internet and mobile technologies will be for educational purposes only.
- Adults will never disclose or publicise any child's personal information, such as addresses or telephone numbers or pictures.
- Adults will be aware that any usage, including distributing or receiving information, work-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Adults will not send or receive any material that is illegal, obscene, hurtful or intended to annoy or intimidate another person.