# STRATTON PLAYGROUP

# 1 Use of Social Networking Sites, Computers and Data policy & procedures

The internet provides a number of benefits for all people. However, when someone who is identified with Stratton Playgroup discusses their work, they are expected to behave appropriately when on the internet. The principles set out in this policy should always be followed. If in doubt then details should be discussed in the first instance with the manager.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However it is not appropriate to share playgroup information whether written or pictorial in this way, unless approved (the authorised Facebook users of the Stratton Playgroup name are the Manager, Deputy and Administrator). All people associated with the playgroup should respect the privacy and the feelings of others.

At Stratton Playgroup all members of the Management Committee, Staff or Students are in a professional position and are responsible for the care and education of the children. Therefore, they must not engage in activities on the internet which might bring the playgroup or its associated employees into disrepute.

There are many more disciplinary proceedings now re social media, often due to “bringing playgroup into disrepute”

Please follow- common sense guidelines

* Make sure your social media settings are switched to private – including TikTok, Instagram, Facebook etc.
* Be very careful if you do have any parents as friends or followers (genuine relationship outside of school).
* Think – how would a comment about playgroup look on social media?
* Be mindful about photos and videos you post and whether your settings allow others to “tag” you in photos and videos.
* Think carefully about whether you use your own recognisable name for your social media.

Our use of any social networking applications 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 do not damage our reputation.
* That we recognise our legal responsibilities.

### Methods

**Responsibilities of Staff, Students, Volunteers, Parents/Carers and Visitors:**

1. To follow the policy at all times.

2. To report any incidents they observe where others do not observe this policy.

3. To ensure that all contractors and other visitors that sign in, know their responsibilities and observe this policy.

### Objectives

* Sites to be aware of include: Social networking sites (i.e. TikTok, Instagram, Facebook, etc.), discussion forums (i.e. Mumsnet), collaborative spaces, media sharing services (i.e.You Tube) , microblogging (i.e.Twitter)
* All staff 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.
* There will be no mention of the playgroup, names of staff, Committee members or attending children or their families.
* Staff should not encourage parents as friends on social networking sites.
* We encourage no uploading of photos of staff, or children and their families on any site, but understand that we live in a small local community, where staff can already be friends with parents/families. We ensure that staff read and sign to acknowledge our permissions & agreements for appropriate internet / social media use.
* Any communications or content you publish that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.
* Our facebook page is used for advertising purposes and for reminding parents about upcoming events, information and updates. It is administered by a handful of staff and committee officers. We occasionally upload photos to our page; we gain written consent from parents, on registration, and make them aware that our facebook page is an open page.

### Using computers and storing data

### Objectives

* No information containing personal details of children and families at the playgroup should be stored on a home computer.
* No photographs of children and families at the playgroup should be stored on a home computer.
* If staff have to use their own computers for planning, observations or other documents containing children’s names they should transfer the data to a “Stratton Playgroup” memory stick or external hard drive and erase from their computer as soon as this is done.
* Encrypted memory sticks and external hard drives should be held in a secure place if at home or at the setting.
* Photos of children used as resources within playgroup will be stored on the computer for the academic year.
* The online managers (our Manager or Deputy) are responsible for ensuring that all tablets are logged out of Tapestry at the end of each day.
* The online managers (our Manager or Deputy) are responsible for ensuring that all photographs have been removed from the tablet on a half-termly basis.
* The playgroup’s tablets are locked away in a safe place, when we are closed / overnight.
* Filtering is in place on devices which are available for children to use.

**Procedure for Tracking Data:**

We require that all staff and committee members or parents sign our Data Tracking Sign in & Out Sheet, if they wish to remove any data from our playgroup - this effectively tracks data that may leave the setting. This will reduce the risk of intellectual property leaving the organisation.

This policy and procedure was adopted at an open committee meeting of Stratton Playgroup

Held on

**28/02/2023**

Signed on behalf of the committee