



## E-Safety and Social Media Policy

**At Little Bicks, children's safety is paramount at all times.**

### **What we aim to do**

We aim to ensure that children and staff are continually kept safe in line with the ever-developing world of technology.

### **How we will achieve this**

**Staff:** When using any form of ICT, including the internet for your own protection you **must**:

- Not sign into any of the nursery devices with your personal sign in details where you would be able to transfer information from the device to your personal account. This includes but is not limited to Apple ID, Outlook, Gmail, Dropbox etc
- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with setting policies.
- Not talk about your professional role in any capacity when using social media such as Facebook, Instagram, Snapchat, X (Twitter) or YouTube.
- Not put online any text, image, sound or video that could upset or offend any member of the whole community or be incompatible with your professional role.
- Only use setting systems and resources for all professional business. This includes your work email address, work mobile phone and work video camera.
- Not give out your own personal details, such as mobile phone number, personal e-mail address or social media details to children, parents, carers and others.
- Not take any ICT equipment home which can store any images and photographs from the nursery and is usually stored securely on the premises.
- Not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of children and/or staff for professional purposes using the specific nursery cameras in accordance with setting policy and with the knowledge of Management.
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Always ensure that your online activity, **both in setting and outside**, will not bring the nursery or your professional role into disrepute.
- Recognise your duty to report any e-Safety incident which may impact on you, your professionalism or your setting.



### Smart watches

- Smart watches can be worn for the time and step counts only.
- Notifications for all phone and internet-based services **must** be switched off during nursery working times. This is your responsibility and you will be asked to sign an agreement to this effect.
- The primary number for others contacting you is the nursery number.
- If you are expecting a call, please let your Room Leader know that you will need to leave the room to take the call at a certain time.

If you are found to be checking or replying to messages during your working hours (meaning that your notifications are on), the disciplinary procedure will be as follows:

- First time will be a verbal warning
- Second time will result in a written warning
- Third time will be a third and final written warning with the possibility of being dismissed for continued gross misconduct

This is to be considered as included under the Whistleblowing policy. It is obviously still fine to check your watch for the time.

### Parents also have a role to play within this policy by adhering to the following:

- During nursery events to which parents and other family members and friends are invited, only pictures of your own children may be taken.
- These pictures must not be shared on any social networking or media sites in case they feature any other children.
- Parents must not share any photographs on social networking or media sites as they are not aware of permissions granted by other parents.
- Parents must not submit photographs to any newspaper or similar publications.
- Any postings of the above will be requested to be taken down immediately by the nursery without hesitation.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025