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 we advise that you:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with setting policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook, Instagram, Twitter or YouTube.
- Do 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.
- Use setting systems and resources for all professional business. This includes your work email address, work mobile phone and work video camera.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to children, parents, carers and others.
- Do 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.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in setting and outside**, will not bring the nursery or your professional role into disrepute.
- You have a duty to report any e-Safety incident which may impact on you, your professionalism or your setting.
- Ensure that all notifications on smart watches are switched off during your working hours in nursery.

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.

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- 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 2021
This policy is due for review before	March 2022