

## Happy Faces Preschool

Social networking sites have emerged as a leading method of communication proving increasingly popular amongst both adults and young people alike. The service offers users both a public and private space through which they can engage with other online users. With responsible use, this technology can assist with the development of key social skills whilst also providing users with access to a range of easily accessible, free facilities. However, as with any technology that opens a gateway to online communication with young people, there are a number of risks associated which must be addressed.

With this in mind, staff members, committee members, students and volunteers are encouraged to think carefully about the information which they provide on such websites and the way in which it can be manipulated when published.

Our setting is committed to delivering a high quality service which is accountable and maintains public confidence.

Our setting will not accept or condone any behaviour by staff or other adults associated with the setting that is contrary to the setting's aims and objectives, policies and procedures.

### **Social Networking advice; for staff members, committee members, students and volunteers.**

The following advice should be considered if involved in social networking:

- Personal details are never shared with children's parents/carers such as private email address, telephone number or home address. It is recommended that staff ensure that all possible privacy settings are activated to prevent members of the public from making contact on personal profiles. The simplest and most effective way to do this is to remove details from search results and turn off public visibility.
- Staff should not engage in personal online contact with children's parents and carers outside of Pre School systems (e.g. school/education setting or other establishment email account for parent partnership purposes).
- Staff should ensure that full privacy settings are in place to prevent children's parents and carers from accessing photo albums or personal information.
- Staff are advised against accepting invites from children's parents and carers to ensure that the relationship remains on a professional footing, ensuring that confidentiality and children's safety is not compromised.