

Social Networking Policy

Statement of Intent

The purpose of this policy is to ensure that all parents, carers, staff, students and volunteers promote high standards of safety and responsibility when using personal websites, blogs, social networking or media which could be posted on public areas including ensuring that images taken within Bishy Barnabees Day Nursery are used appropriately and also

Aim

We aim to ensure that all staff, students and volunteers work with the children and parents to ensure the rights and safety of all children within Bishy Barnabees Day Nursery to ensure they are protected from images being used inappropriately.

Whilst employees, parents and carers are free to use the internet, they should ensure that they do not breach the law or disclose Bishy Barnabees confidential information, breach copyright, defame Bishy Barnabees, its customers or employees, or disclose personal data or information about any individual that could breach the Data Protection Act 1998 and to keep completely confidential any information regarding the children, their families or other staff which is learned through Bishy Barnabees.

Computers and electronic communications

E-mail and internet use

- Bishy Barnabees Day Nursery may encourage employees to use e-mail and the internet at work, where this can save time and expense. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent.
- If you are unsure about whether something you propose to do might breach this e-mail and internet guidance then you should seek advice from your Room Leader, Deputy Manager or Nursery Manager.

Personal blogs

- You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of Bishy Barnabees confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the nursery into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.
- Please ensure that any personal site is not linked to Bishy Barnabees.

Social networking websites

- Bishy Barnabees Day Nursery respects employees right to a private life. However, Bishy Barnabees must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:
 - Refrain from identifying yourselves as working for Bishy Barnabees;
 - Ensure that you do not conduct yourself in a way that is detrimental to Bishy Barnabees Day Nursery;
 - Take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of Bishy Barnabees Day Nursery.
 - Ensure that there is no reference to Bishy Barnabees Day Nursery or that Bishy Barnabees is not disclosed or identified in any way.
 - Ensure that Bishy Barnabees website, internet system or email addresses/intranet are not used for weblogs .
 - In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the nursery unless they know them in a personal capacity.
 - Staff should not publish photos or other staff members while in the nursery on their online profile.

Cyber Bullying

- Bishy Barnabees Day Nursery is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. Bishy Barnabees can provide clear guidance on how bullying and harassment can be recognized. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including Malicious Communications Act 1988.

Security & Identity Theft

- Employees, parents and carers should be aware that social networking websites are a public forum, particularly if they are part of a “network”. Employees, parents and carers should not assume that their entries on any website will remain private. All employees, parents and carers must also be security conscious and should take steps to protect themselves from identity theft by restricting the amount of personal information that is given out.

Telephone use

- Bishy Barnabees Day Nursery provides its employees with access to the telephone for work-related purposes.
- If there is an urgent personal call that you need to make, then you are able to use Bishy's telephone or use your personal mobile (not in the play room or garden), provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of your Room Leader, Deputy Manager or Nursery Manager.

Monitoring

- Bishy Barnabees Day Nursery reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. Bishy Barnabees Day Nursery also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. Bishy Barnabees Day Nursery also reserves the right to retrieve the contents of any employee communication in these systems.
- This process is in place to maintain the integrity of Bishy Barnabees' electronic systems, the rights of the other users, and to ensure compliance with Bishy's policies and obligations.

Mobile Phones

- It is illegal for a person driving a motor vehicle on a road to use a hand-held mobile phone. Accordingly, Bishy Barnabees Day Nursery forbids employees to use such phones whilst driving on company business.
- Employees who are driving a vehicle, must not make or retrieve a call on a hand-held mobile phone unless parked. It is also important that employees are not contacted if you know they may be driving.
- Bishy Barnabees Day Nursery encourages employees to allow their phone to take messages and then respond to them when safely parked.

Mobile Phones in the nursery

Employees must ensure that personal mobile phones are not carried about their person during working hours. Personal mobile phones must be switched off during working hours, although can be used in the staff room or outside of the premises during lunch or rest breaks.

Employees may give Bishy's telephone number as an emergency contact.

Where trips are taken outside of the nursery, the nursery mobile phone, which does not have a camera facility, is the only phone to be taken and used if necessary.

All visitors and parents/carers that come into Bishy Barnabees Day Nursery are also asked not to use their mobile phone or mobile device.

Camera and video phones

- Camera and video phones and their use at Bishy Barnabees Day Nursery, especially to photograph children in the nursery or on trips, are subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted

Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

Bishy Barnabees will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act.

This policy was adopted in February 2012, adapted July 2015.
Reviewed March 2017

See Anti-bullying policy and Helper Guidelines., Safeguarding Policy, Camera Policy, Mobile Phone Policy and Confidentiality Policy.