

## 1.7 E-Safety and Social Networking

### Policy statement

This policy applies to all staff employed directly or peripatetically by Albany Montessori School.

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable, unprofessional use of the internet and social media.

### Procedures

#### *E-Safety and Social Networking*

Staff must adhere to the following:

- Staff must not post anything onto social networking sites such as 'Facebook', 'Twitter' or 'Instagram' that is confidential and/or could be construed to have any impact on the nursery's reputation or in any way be derogatory about the school, pupils, colleagues or parents.
- Staff must not post anything on the internet or social media which would enable identification of a child, colleague or parent at the nursery.
- When posting anything (text, sound, image or video) on the internet or social media staff will at all times consider their professional reputation before posting.
- Staff must not post anything (text, sound, image or video) online that would offend anyone connected with Albany Montessori School, a member of the community, a parent using the nursery or those that no longer do so, or be incompatible with your professional role.
- Staff must not post photographs of the children on any social networking site or anywhere else on the Internet.
- Staff must not request friends or accept friend requests, follow, accept follow requests or any other similar request on any social media platform from any parent or carer of children attending Albany Montessori School. Where a child starts at Albany Montessori School and the parent/carer is already a friend of follower or similar, staff should consider carefully whether continuing that relationship is professional. Staff should declare the existing relationship to the manager or owners. Where a parent makes a friend request or asks to follow you, or similar, on any social media platform this must be declared to the manager or owners.
- If staff choose to allow parent/carer(s) to view their page on social networking sites then this relationship must remain professional at all times. In addition staff must ensure their security settings on social network sites are at the highest level to prevent anyone who is not a 'friend' or 'follower' or similar seeing information about you or your line of work.
- Staff will review their privacy settings regularly on all social media sites they use – some social media platforms can change these settings without informing the user.

- You have a duty to report any eSafety incident which may impact on you, your colleagues, the school or lead to any safeguarding concerns for the children at Albany Montessori School.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
- Staff must not disclose any passwords and ensure that personal data is kept secure and used appropriately.

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