

Internet and Social Media Policy

The Lime Trees policy states that staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on the Lime Trees. Failure to comply with the above is an invasion of privacy and may infringe Confidentiality Policy. The guidelines include but are not limited to:

- Staff must not publicly mention any of the children from the nursery on their online profiles
- Staff must avoid writing indirect suggestive comments about the nursery on their social networking sites e.g. "I've had a bad day at work"
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff in the nursery on their online profiles; and
- Staff must not publicly write anything about other staff members on their social networking sites
- Staff must not use their mobile phones to take photos or go on social networking sites whilst at The Lime Trees
- Staff must not mention any of the companies that The Lime Trees works with on their social networking site; and
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers or children that you look after or have looked after that use the club.

Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

Rights and Responsibilities

When using social networking sites and the internet staff should ensure that this does not damage the reputation of The Lime Trees (or yourself) whether this is carried out during the working day time or privately. Staff are personally responsible for the content they publish on social media sites and the internet and must be mindful that this information will be in the public domain. Employees must have regard to the fact that they will be responsible for any commentary which is deemed to be a breach of copyright, defamatory, libellous or obscene.

Transparency

It is recognised that the line between professional and personal business can sometimes be blurred. It is important that individuals are thoughtful about the content and potential audiences for anything contributed to a social media site or the internet. It is vital that employees should be honest about their identity, and, where appropriate, be clear that any views shared are the employees as an individual and not necessarily the views of The Lime Trees.

The use of social media on behalf of the Club should only be used in a way that will add value to the The Lime Trees and should be discussed with Gareth Degenhart, and accordingly all employees have a duty to present accurate information and ensure that pupils, other staff and parents are not misled.

Any member of staff contacted by the published media or radio or television about a post they have made on a social networking site should inform the Gareth Degenhart immediately.

Monitoring

The Lime Trees use of Social Media

The Lime Trees recognises that social media has many positives but is also very aware of the potential risks associated with social media. The following considerations will be made:

- Only photos posted on social media are of an activity. If a child is in a photo they must be unidentifiable, ie arms and back of heads in shot. If a group photo is posted children must be unidentifiable.
- Only one nominated member of staff will be responsible for upkeep of social media pages.
- This person must adhere to our camera policy. The safe use and storage of photos must be in line with our policy at all times to ensure safeguarding is paramount.
- Whilst The Lime Trees does not monitor employees through social networking sites or the internet if there were concerns with regard to the activities of a member of staff or an investigation was taking place then The Lime Trees would consider accessing social media sites. This covers both private and professional use of social media.

Legal Issues

All employees of The Lime Trees should take the following into consideration when using social media:-

- Be aware of the policy and guidelines for using social media whether this is for personal use or as part of the working role.
- Be familiar with the legal areas outlined below before writing about colleagues or sharing information about The Lime Trees.
- Ensure that posted material does not disclose privileged or confidential information.
- Remember that defamation is the act of making a statement about a person (or an institution) that is considered to harm their reputation. Where such a defamatory statement is written down (either in print or online) this is referred to as libel.

Action can also be taken against anyone repeating libellous information from another source so careful checks are needed before quoting statements from other social network sites or the internet.

Employee having contact with parents and children

Conclusion

The Lime Trees respects the legal rights of employees with regard to the use of social networking and the internet. In general what an employee does in their own time is their affair and The Lime Trees recognises that some staff may wish to publish private material on the internet including, but not limited to, social networking websites. Any activities, however, in or outside of work involving the internet are prohibited by this policy if they affect or could affect the reputation or service delivery interests, job performance (of the member of staff concerned or others) in a negative way in the reasonable opinion of the governors.

Employees may face disciplinary action if they harass, intimidate or demean other employees of stakeholders in the club on a social networking site. Employees must make every effort to ensure that any remarks on a social media website are credible and accurate with a disclaimer that the views are those of the member of staff and not of the employer. It is likely that to share confidential or private information about The Lime Trees, its employee on a social media site or the internet will result in a disciplinary investigation

PEOPLE

At the lime trees there is no internet access for the children.

1. Educating Users to Stay Safe Online

- a. Parents and children are made aware of how to stay safe online.
- b. Information and awareness raising programmes are delivered in a consistent, planned and appropriate manner. Programmes may be delivered by leaders or other agencies and should involve users.

- c. The organisation makes use of national and locally Local Safeguarding Children Board, (LSCB), approved resources.
- d. E-safety sessions regularly form part of the programme of delivery to users.

2. Training

- a. Staff are trained to follow best practice when using online technologies.
- b. There is a planned programme of online safety training for all staff with induction and regular updates that support safeguarding practice.
- c. The views of users are sought in the design of training programmes.
- d. The training needs of staff are identified.
- e. The availability of internal and external training is advertised to staff.

3. Reporting

- a. All staff and users are aware of how to report concerns.
- b. The designated person is responsible for ensuring that:
 - There are clear and understood systems for reporting e-safety incidents relating to service users and staff, please follow safeguarding procedure.
 - There are clear escalation processes for the handling of incidents, please follow safeguarding procedure.
 - Reporting systems are known by the whole organisation
 - The culture of the organisation encourages all staff and users and its wider community to be vigilant in reporting issues
 - Issues raised will be dealt with quickly and sensitively
 - Reports of incidents are logged and regularly audited and monitored
 - The organisation actively seeks support from the local authority
 - There are good links with outside agencies e.g. the police

Further optional points to develop:

- d. Reporting procedures are covered in induction and training/awareness raising.

4. Sanctions

- a. Staff and users are made aware of the consequences of their actions should they misuse online technologies.
- b. Sanctions for e-safety abuse are clearly stated in the e-safety policy

- c. Allegations against staff are reported to the Local Authority Designated Officer, (LADO).
- d. A positive rewards policy balances the sanctions policy
- e. Users are informed that sanctions can be applied to e-safety incidents that take place outside of the organisation if they are related to the organisation
- f. The organisation is strict in monitoring and applying the e-safety policy