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**PLEASE DO NOT REMOVE**

### **SOCIAL NETWORKING POLICY**

As part of the Every Child Matters agenda set out by the government, the Education Act 2002, the Children's Act 2004, and the Childcare Act 2006 it is the duty of school/ education settings or other establishments to ensure that children and young people are protected from potential harm both within and beyond the school/education setting or other establishment environment. Therefore, the involvement of children, young people and parent/carers is also vital to the successful use of on-line technologies.

Social networking sites have emerged in recent years 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 (examples of which include Facebook, MySpace and Bebo.)

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.**

Social networking outside of work hours, on non school/education setting or other establishment-issue equipment, is the personal choice of all school/education setting or other establishment staff members, committee members, students and volunteers. Owing to the public nature of such websites staff members, committee members, students and volunteers must comply with the following :

- Personal details are never shared with children's parents/carers such as private email address, telephone number or home address. Staff must 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 must not engage in personal online contact with children’s parents and carers outside of the playschool’s authorised systems (e.g. school/education setting or other establishment email account for parent partnership purposes).
- Staff must ensure that full privacy settings are in place to prevent children’s parents and carers from accessing photo albums or personal information.
- Staff must not accept 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.

This policy was adopted at a meeting of	<b>Martlesham &amp; Kesgrave Playschools</b>	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)