

## **ICT Mobile Phones and Social Networking Policy**

This policy applies to all employees, volunteers, visitors and members of the public who may enter our setting.

### **E-Safety:**

E-safety concerns safeguarding children, young people and staff. Technology has become an important part of everyday life and so E-safety focuses on learning to understand and use new technology in a positive and safe way.

The purpose of this policy therefore is to help support and protect children and staff when using technology in our setting.

### **Staff Responsibilities:**

- Understanding the risk and responsibility that is part of the Duty of Care that applies to everyone working with children.
- Understanding the significance of E-safety which highlights the importance of safeguarding children and keeping them safe.
- Reporting any knowledge of suspicious behaviour that contravenes this policy.
- Being aware of potential risks of using social networking sites e.g. Facebook, Snapchat etc. and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.
- Protecting themselves from legal challenge and ensuring they work within the boundaries of professional behaviour.
- Ensuring that no unnecessary professional risk occurs to Holy Trinity After School Club by the misuse of the internet or email systems.
- Complying with current legislation.
- Using the internet in an acceptable way.

### **Mobile Phones**

To ensure the safety and welfare of children in our setting we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children on the premises or when on outings.

We will ensure that:

- Mobile phones will not be permitted in the childcare room. Staff are to put mobile phones away with their personal belongings in the storage cupboard in their room.
- Mobile phone calls may only be taken during staff breaks or in a staff members' own time.
- In the case of a personal emergency, the member of staff concerned is free to use the settings phone.
- Staff must ensure that the manager has up to date contact information for each child and should also ensure that parents/carers have the work telephone number for use in emergencies. This is the responsibility of each individual staff member.
- During group outings nominated staff will carry the After School mobile phone, which is to be used for emergency purposes only. The mobile phone is the property of Holy Trinity After School.

## **Social Networking**

Social networking activities conducted online outside of work such as blogging, involvement in social networking sites such as Facebook, Snapchat, Instagram, Twitter, YouTube, Myspace etc. and posting material, images or comments on sites can have a negative effect on an organisation's reputation. In addition, Holy Trinity After School Club has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out key principles and a code of conduct that we expect of all staff with respect to their responsibilities in connection with the use of social networking sites.

Key principles:

- Everyone at Holy Trinity After School has a responsibility to ensure that they protect the reputation of the setting and to treat colleagues and members of the organisation with professionalism and respect.
- It is important to protect everyone at Holy Trinity After School from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at Holy Trinity After School considers this and acts responsibly if they are using social networking sites out of work. Anyone working in Holy Trinity After School as a paid employee or volunteer must not communicate with children and parents via social networking.

Aims

- To set out the key principles and code of conduct expected of all members of staff, family, friends and volunteers at Holy Trinity After School with respect to social networking.
- To further safeguard children and staff.

## **Code of Conduct – Social Networking**

The following are not considered acceptable at Holy Trinity After School:

- The use of the Holy Trinity After School name or other published material without written prior permission. This applies to any published material including the internet or written documentation.
- The posting of any communication or images which links the club to any form of illegal conduct or which may damage the reputation of the After School. This includes defamatory comments.
- The disclosure of confidential or organisation sensitive information, or the disclosure of information or images that could compromise the security of the setting.
- The posting of any images of employees, children or anyone directly connected with the After School Club whilst on the premises or engaged in any After School activities.

In addition to the above everyone at Holy Trinity After School must ensure that they:

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the childcare facility, or anyone at or connected with the facility.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation or the settings reputation is compromised by inappropriate postings.
- Are aware of the potential of online identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

Potential and actual breaches of the Code of Conduct

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in disciplinary action being taken.
- Holy Trinity After School will take appropriate action in order to protect their reputation and that if its staff, parents, volunteers, children any anyone else directly linked to the setting.

After School Social Media use:

Any social media used in relation to the setting will be used in a professional manner and kept to a privacy level so that it can only be accessed by staff and members of the after school community. Permissions is sought from parents and carers before any children's information or photos may be used on the social media website. These will only be used for purposes such as sharing with the parents and carers information about the children fun they have had in after school and any relevant communication that needs to be shared.

I \_\_\_\_\_ have read and understood the ICT policy and I agree to adhere to this policy at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_