

Safeguarding

Social Networking Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3:70

'Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality'

Purpose of the Policy

The purpose of this policy is to ensure staff, volunteers and students work within professional boundaries and consider the impact and potential implications of any activity undertaken through social networking and public media sites or services, in their own personal time and whilst at work.

We aim to:

- Safeguard against any breach of confidentiality either direct or indirect through the use of social networking sites or public media sites which has the potential to identify family's or staff using or delivering Family Centre services.
- Ensure that social networking or public media sites are not used in a way which would bring the Family Centre or BMBC into disrepute.

What parents\carers should do

- If you have any concerns about the Family Centre staff or services then raise them with the Family Centre Manager and not discuss your concerns on Social Networking/ Media sites.
- Inform us if you see information that concerns you on Social Networking/Media sites that have been posted by members of staff which relate to services, service users, especially children and other members of staff.

Policy Review: 28.2.2019
Policy Approved by: ECS, Senior Management Team
Policy Issue Date: 1.4.2019
Next Review Date: April 2020

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- Understand that Family Centre staff must ensure they have professional relationships with parents/carers who use the Family Centre. Therefore they may not wish to communicate with you on a social networking/media site and if they do they will not be able to discuss your child or any other matter relating to the Centre or the families which use the Centre.
- Share information with us which other parents may find useful and we will assess it and decide whether it would be appropriate to circulate it.

What the Family Centre will do

- Staff, volunteers and students will be required to adhere to BMBC Code of Conduct.
- Staff, volunteers and students will be required to adhere to the BMBC Information Security and Computer Usage Policy.
- We will deal with your concerns relating to the use of Social Networking/Media sites.
- We will have a Facebook account approved by BMBC with the Communications Team set as administrators.
- We will use Social Networking/Media to pass on information about activities, services and other useful information.
- We will consider the impact of any content and photographs prior to it being placed on social media and no posts will contain activities which involve unclothed or semi clothed children or adults for example baby massage, swimming lessons etc. If staff are unsure as to whether content or photographs are appropriate they must consult with the Assistant Family Centre Manager or the Family Centre Manager prior to a post being published.