

1.6 INTERNET/WEBSITES & SOCIAL NETWORKING POLICY

This policy applies to all staff members, Parents/carers at Teddy Bears Pre-school.

Social Media

Social Media, professional networking sites, rapid-fire communications, blog sites and personal websites are all useful technologies and Teddy Bears Pre-school realises this fact. Every employee has an opportunity to express and communicate on-line in many ways, and Teddy Bears Pre-school does not wish to discourage this. Everyone should use good judgment on what material goes on-line. This policy sets out guidelines for employees to follow.

- Employees and parents/carers must not disclose any information that is confidential to the Pre-school or any third party that has disclosed information to the pre-school.
- The Pre-school will not tolerate criticisms in weblogs. Even when they are true and not defamatory, they will amount to breach of the employees' contract/child's registration and could lead to action under the Pre-school employment and staffing policy or withdrawal of a child from pre-school. The pre-school's whistle blowing and Making a Complaint Policies aim to provide guidance to all those who work with or within a pre-school or anyone who may from time to time think that they need to raise an issue in confidence relating to the pre-school.
- Employees and parents/carers should not link their sites to the pre-school website.
- If an employee or parent/carer is asked to contribute to an official weblog connected to the pre-school then special rules will apply and they will be told in detail how to operate and what to write.

This policy includes (but is not restricted to):

- Facebook
- Twitter
- MySpace
- Personal Blogs and Websites
- Bebo

Responsibility

Employees using social media should:

- Refrain from identifying themselves as working for Teddy Bears Pre-school.
- Ensure they do not conduct themselves in a way that is detrimental to the pre-

school.

- Ensure that proprietary information relating to Teddy Bears (e.g. relating to Financial/working hours/Staff/Parents) is not referred to.
- Defame (libel) anyone. An employee, parent/carer who makes a defamatory statement that is published on the Internet may be legally liable for any damage to the reputation of the individual concerned.
- Include personal information about an individual without his/her consent; otherwise they risk breaching the Data Protection Act 1998, which is a criminal offence.
- Include material that is abusive, defamatory, sexist, racist or that could be interpreted as harassment or bullying (see Cyber-Bullying below).
- Be conscious of their duty to act in good faith and in the best interests of the pre-school under English law.
- Not allow their interaction on these websites to damage working relationships between members of staff and clients of the pre-school.
- Not access personal websites/Networking sites during working hours.
- Comply with the law in regard to copyright and plagiarism.
- Be aware that they will be held responsible for all comments made to or about people connected to Teddy Bears Pre-school in any way.

CYBER BULLYING

Teddy Bears Pre-school is committed to ensuring that all of its staff, parents/carers are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include text messages, mobile phone calls, and instant messenger services, circulating photos or video clips or posting comments on websites, forums or blogs. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees, parents/carers who cyber bully could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

E-SECURITY & IDENTITY THEFT

Employees, parents/carers should be aware that social networking websites are a public forum, particularly if they are part of a 'network'. They should not assume that their entries would remain private.

Employees, parents/carers must also be security conscious and should take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed



personal information such as date of birth etc., which can form the basis of security questions and passwords.

DISCIPLINARY ACTIONS

Violations of this policy can result in disciplinary action up to and including termination. Employees should also refer to the Disciplinary Policy.

This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair