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Registered Charity No. 802551

**SOCIAL NETWORKING AND E-SAFETY POLICY**

The designated person for Safeguarding at Staplehurst Under 5 Playgroup is responsible for the safety of children and also for the behaviours and expectations of any adults who affect or come into contact with our setting. The registered person has the responsibility for ensuring the setting's online practice is managed and implemented effectively within the requirements of the law.

The designated person for Safeguarding at Staplehurst Under 5 Playgroup is **Mrs Jo O’Rawe.**

* Staplehurst Under 5 Playgroup does not have internet access. **Children do not have access to the internet at any time during a Playgroup session.**
* The laptop computer at Playgroup is used by the children for age-appropriate learning programmes only, and is under constant adult supervision.
* When not in use, the setting laptop is stored in the locked cupboard in the Main Hall.
* The children's names, dates of birth and hours of attendance are stored on the Manager's home computer, which is password protected. The password is known only to the Manager.
* The Playgroup mobile phone contains only work-related text and can only make or receive text messages and calls. It does not have a camera and cannot make or receive email messages.
* Photographs are taken of the children using the Playgroup camera for observation and assessment purposes only, and only with the parental permission. In the rare instance of photographs taken for publicity purposes, parents will be asked for a separate permission.
* Photographs are deleted once printed and passed to the Key Person. The camera does not leave the premises, and is stored in the locked cupboard in the Main Hall when not in use.

Social networks can pose a potential security risk and it is recommended that all staff:

* keep all passwords and login details secret from all family, friends, colleagues and children
* staff should refrain from posting any personal information on a social network site, such as personal details, photos and public comments which could be picked up by colleagues or employers
* staff should consider whether social networking could bring themselves, colleagues, employers or the setting into disrepute. Any posting online which is inappropriate, obscene, threatening or brings the setting into disrepute could lead to disciplinary, criminal or civil action.
* it is strongly recommended that staff do not add parents and/or carers to any personal networking accounts
* all personal information should be kept private and confidential
* mobile phones are stored in the Main Hall cupboard during the session. It is recognised that staff may receive calls on their phones as a point of emergency contact from family members, schools or the authorities
* The recording or sharing of images or audio material on any mobile phone or device is strictly forbidden. Mobile phones brought on to the premises by staff should not hold any inappropriate or illegal content
* Other personal devices or personal social networking profiles should not be used to contact parents and/or carers. All communication with families should be professional and should take place using the official setting equipment, the setting mobile phone.