



Bright Eyes Childcare

Internet and online safety

While social media can be a great way to celebrate setting achievements or promote a setting to potential new members, it is important to ensure access to images and personal information is restricted to minimise the risk of their inappropriate use.

Technology

The setting provides iPads for children to use and explore their learning. All use of Internet, Apps and You Tube are supervised by adults and setting controls set to ensure no inappropriate content is available. Apps are verified for learning and age appropriate before download and use with the children.

Social Media

Unless previously connected on social media, employees of Bright Eyes Childcare Cornwall Ltd are not allowed to accept any friend requests on social media (including Facebook) from parents and or carers who attend the setting neither are they allowed to make friend requests themselves. This is inclusive of family members. Failure to comply with this policy will lead to disciplinary action.

If a staff member is close friends with a prospective parent and they are already connected on social media, they may continue to do so once the child begins. However, the social media platform must not be used to discuss the nursery between yourselves. The parent and employee must keep a professional relationship. Failure to do so can result in disciplinary action.

Bright Eyes Staff Facebook group is aimed at staff only and ensures:

- Set privacy levels so that only staff can post and view information. Posts from staff are approved by managers before they are posted
- Staff give consent to be involved in the staff Facebook group at induction.
- Remember that any information posted on the site can be viewed by other members of the Facebook group and is therefore monitored by manager and directors.

Bright Eyes Public social media pages and website are being used to promote the Nursery, we will:



- Ensure there is a dedicated person to regularly monitor the site, including posts and comments. **Nursery Manager**
- Ensure we have informed permission from the parents or carers of a young person before images are uploaded, so parents fully understand where images will be publicised and who can view them.
- Disable the automatic photo/video/YouTube upload link to ensure private content from parents and staff is not accidentally shared on the site.
- Unless in water, all images of children should be of them covered.
- Remember that any information posted on the site can be viewed by any member of the public and included in Google searches (including Google Images). No personal information such as contact details, child name or school addresses should be included.

The above applies to the nursery website and all social media platforms including Twitter, Facebook, DayNurseries.co.uk and Instagram.

Date of Policy: October 2019

Signed By: Nursery Manager