

## **Aspin Park Early Years Group**

### **Social Networking Policy**

#### **Statement.**

Aspin Park Early Years Group (A.P.E.Y.G) takes a professional approach to confidentiality and the privacy of family life. Our policy is that staff do not make or accept invitations to become online friends with parents or other family carers on social networking sites.

#### **Aim.**

We aim to ensure that all staff who have contact with children, both within the family or as early years practitioners\* are aware of the need for privacy and confidentiality and do not use social networking sites to post information about children, families or colleagues, that break the rules of confidentiality.

#### **Methods.**

- Practitioners will maintain a professional relationship with parents/carers.
- Practitioners should be very careful to keep their professional life separate from social conversation- online or face to face. Ensuring that they do not post anything online that breaks confidentiality about children, families or colleagues, or that could damage the reputation of Aspin Park Early Years Group.
- During the working day, personal mobile phones will be signed in daily and locked in the office.
- Only the APEYG tablets will be used, subject to parental consent, to photograph children in the setting for e learning journeys and publicity shots.
- Visitor's bags and telephones will be locked in the office on arrival.

\*The term "Practitioner" covers all management, staff, students and helpers.

Please note the following also apply:

- Confidentiality Policy
- Parental consent for taking and use of photographs.

Reviewed and updated:

Date..... Name.....