

- Defame (libel) anyone. An employee, parent or 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
- Bring Woodham Mortimer Pre-School into disrepute

CYBER BULLYING

Woodham Mortimer Pre-School is committed to ensuring that all of its staff parents and 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, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees, parents and carers who cyber-bully could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

PERSONAL USE OF THE INTERNET

Woodham Mortimer Pre-School does not allow personal use of the internet during session times.

DISCIPLINARY ACTION

If necessary, action will be taken against any employee, parent or carer who is found to have breached this Policy. Employees should also refer to the Disciplinary Policy.

SECURITY AND IDENTITY THEFT

Employees, parents and carers should be aware that social networking websites are a public forum, particularly if they are part of a “network”. Employees, parents and carers should not assume that their entries on any website will remain private.

Employees, parents and 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, place of birth and, for example, favourite football team which can form the basis of security questions and passwords.

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

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Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

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Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School Committee

WEBSITES AND BLOGS

The Pre-School does not encourage employees to write about their work in any way and would prefer them not to do so. If individuals choose to do so, then they should follow the rules below. Employees who have a weblog or website should not disclose the name of Woodham Mortimer Pre-School on it or allow it to be identified by any details at all. This includes posting photographs of the Pre-School premises or events with work colleagues, parents, children etc.

The following guidelines apply:

- Employees, parents and 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's Confidentiality and Client Access to Records Policy provides guidance about what constitutes confidential information
- If employees, parents or carers choose to write about their work or experience at Pre-School even without identifying the precise name of the Pre-School, it may still be possible for people to work out the employer's / Pre-School's identity. Individuals should always be conscious of their duty to act in good faith and in the best interests of the Pre-School under English Law. This is a very strong legal obligation
- The Pre-School will not tolerate criticisms in weblogs. Even where they are true and not defamatory, they will amount to a breach of the employees contract / child's registration and could lead to action under the Pre-School Employment and Staffing Policy or withdrawal of the 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 the Pre-School or anyone who may from time to time think that they need to raise with someone in confidence certain issues relating to the Pre-School. Employees with complaints about their own personal circumstances should use the Pre-School's Whistle Blowing Policy and parents and carers should refer to the Making A Complaint Policy
- Employees, parents and carers should not link their site to the Pre-School's website
- Employees, parents and carers must not use the Pre-School website, internet systems, e-mail addresses or intranet for their weblog and employees must not write their weblog in employer time
- Employees, parents and carers must not have any hyperlinks to the Pre-School website or resources
- If an employee, parent or 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

SOCIAL NETWORKING SITES

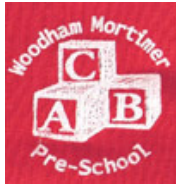
The Pre-School respects an employee's right to a private life however, the Pre-School must also ensure that confidentiality and its reputation are protected. The Pre-School therefore requires all employees using social networking sites to:

- Refrain from identifying themselves as working for the Pre-School
- Ensure that they do not conduct themselves in a way that is detrimental to the Pre-School
- Take care not to allow their interaction on these websites to damage working relationships between members of staff and clients of the Pre-School

IMPORTANT CONSIDERATIONS

When writing a weblog and placing information on social networking sites, employees, parents and carers should be careful not to:

- Include any information that breaches copyright and should link to other material rather than cutting and pasting it



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 Telephone: 07742 228077
 Website: www.woodhammortimerpreschool.org.uk
 e-mail: woodhammortimerpre-school@hotmail.com
 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

SAFEGUARDING CHILDREN

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare
 The Provider must take necessary steps to safeguard and promote the welfare of children

1.12 – PERSONAL WEBSITES, WEBLOGS AND SOCIAL NETWORKING SITES POLICY

POLICY STATEMENT

Our Pre-School recognises that many employees, parents and carers use the internet for personal purposes and that they may participate in social networking on websites such as Facebook, MySpace, Twitter etc. In addition, employees, parents and carers may set up personal weblogs or “blogs” on the internet.

Whilst employees, parents and carers are free to use the internet in this way, they must ensure that they do not breach the law or disclose Woodham Mortimer Pre-School’s confidential information, breach copyright, defame the Pre-School, its suppliers, partners, customers or other employees, or disclose personal data or information about any individual that could breach the Data Protection Act 1998 and to keep completely confidential any information regarding the children, their families or other staff which is learned through the Pre-School.

The purpose of this Policy is to outline the responsibilities of employees, parents and carers setting up personal websites and blogs and using social networking websites. This Policy relates to material posted on public areas and those restricted to certain individuals.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting each other	3.3 The Learning Environment	N/A
1.3 Keeping Safe	2.2 Parents as Partners		