

Severn Beach Preschool.

## **Staff policy on confidentiality, behaviour, social media and acceptable use of technology.**

Confidentiality is taken very seriously at Severn Beach Preschool.

Any information shared and heard at Severn Beach Preschool must remain confidential and not shared with anyone else, unless it is felt there is a safeguarding issue. In child protection cases the child protection policy must be followed.

If confidentiality is broken at any time the manager and the committee reserve the right to suspend the member of staff immediately pending further investigation. If the member of staff is found to have broken confidentiality then, as legal requirements will have been breached, the member of staff will be dismissed without notice.

Confidentiality pertains to any information gained through working at preschool on:

- Any child, family or staff member
- Any personal opinions on a child's behaviour, development or presentation at preschool
- Any information gained through attending professional meetings around a child

The only person information should be shared with regarding a child is that child's parents or legal guardians. If it is shared with anyone else it will be viewed as a breach of confidentiality.

As we tend live and work in the same community and staff may socialise with parents of the children attending preschool then extra care needs to be taken regarding appropriate information sharing and confidentiality.

### Social Media.

Social media is a very difficult choice of communication to 'police' in terms of policy.

As generally staff at preschool are friends with many of the families in Severn Beach in real life as well as being social media 'friends' it is very difficult for the committee to place a ban on being 'online friends' with parents, although this is a

recommendation of the UK Council for internet Safety, 2019 who say: “It is recommended that staff do not accept friend requests or communications from learners or their family members (past or present). If there is a pre-existing relationship, this should be discussed with the DSL who will need to consider how this will be managed.”

As such, the committee have set out what they believe to be acceptable behaviour on social media sites. To have a paid position in the village preschool is sometimes a difficult situation to be in. On one hand you are representing the preschool at all times and on the other hand you will want to use social media in a personal capacity.

With this in mind it is expected that those staff working at preschool behave in a socially acceptable way on social media, no veiled messages, no threatening behaviour, no inappropriate language or images and no accusations and cyber bullying. This behaviour puts the preschool in a difficult position because, as your employers we then could be seen to agree or condone your comments. The UK Council for Internet Safety, 2019, say “Staff should uphold the reputation of their setting, professionally and personally...Disciplinary or legal action can be taken against staff if they are found to have brought the profession or institute into disrepute.”

There are private ways to communicate with your own friends without having to share your thoughts and comments with the population at large. This is not to say you cannot use Facebook/Instagram or any other social media platforms, but you are expected to behave appropriately if you are sharing your own personal information and ideas publicly.

Anyone deemed to be cyber bullying or behaving inappropriately on social media or generally within the community will be asked to stop or to leave preschool.

#### Online Safety/Acceptable use of technology

All staff must be aware of our responsibilities under the South Gloucestershire ‘Acceptable Use of Technology’ Policy. A copy of this is kept in the green policy folder and the Operational Folder.

All staff will attend/complete the LA safeguarding training at least every 3 years, this will include online safety. They will also attend yearly updates, and in addition be informed as and when updates occur.

Staff will know how we keep the children safe when they are accessing technology connected to the internet at preschool. They will follow these safety steps at all times and role model safe use of the internet at all times.

Preschool iPads will be kept safe and secure at all times. They will be password protected and have the correct controls in place. All staff in possession of a preschool iPad will sign and follow the safe use and storage agreement.

As per the safeguarding policy, mobile phones and wearable technology with cameras must be stored in the cupboard for the duration of the school day.

Anyone found to be deliberately downloading, processing or distributing material they know to be illegal such as child sexual abuse material will be dismissed immediately and reported to the authorities.