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# Social Media & Mobile Phones, & Recording devices

Dainty Little Hands Ltd Out of School Settings recognises that many staff enjoy networking with friends and family via social media. However, we have to balance this against our duty to maintain the confidentiality of children and parents attending our Setting, as well as ensuring that our good reputation, and the good reputation of the Host School where applicable, is upheld. Staff must remember that they are ambassadors for our Setting both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

1. Twitter
2. Facebook
3. YouTube
4. Tumblr
5. TikTok
6. Snapchat
7. Instagram
8. Pinterest
9. LinkedIn
10. Personal blogs and websites
11. Comments posted on third party blogs or websites
12. Online forums

**Social media rules**

When using social media sites, staff must not:

1. Post anything that could damage our Setting’s reputation.
2. Post anything that could offend other members of staff, parents or children using our Setting.
3. Publish any photographs or materials that could identify the children or our Setting.
4. Post anything that could offend other members of staff, parents or children, related to the Host School.
5. Accept invitations from parents to connect via social media (e.g., friend requests on Facebook) unless they already know the parent in a private capacity.
6. Discuss with parents any issues relating to their child or our Setting. Instead invite the parent to raise the issue when they are next at the Setting, or to contact the Setting Manager or Support Manager(s) if the matter is more urgent.

**Whatsapp**

Dainty Little Hands Ltd. use a Whatsapp group message in order to communicate between each Setting. The Setting Managers, Support Managers, and Managing Director are part of this group, and review messages that are sent. Dainty Little Hands Ltd. will only add you to the group Whatsapp with your consent. All messages must be sent at a reasonable time of the day. No messages must be sent after 8pm, or before 7am. Pictures may be sent in the Whatsapp group to show the activities that have been completed in Setting, and to be used for the weekly newsletters. These pictures must be taken on the Setting tablet and **never** on personal devices. When sending pictures to the Whatsapp group, you must ensure that all faces are edited out, this is regardless of consent being gained. Staff who do send pictures without editing faces will face disciplinary action, in line with our **Staff Disciplinary Policy**.

Once you have joined the Whatsapp group, you must ensure that pictures do not save to your device. This can be changed by going to the chat settings and disabling the picture save feature.

Any member of staff who posts content or comments that breach confidentiality, or which could harm the reputation of our Setting or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our **Staff Disciplinary policy**.

**General cautions for using social media**

When using social media in any context it is wise to bear in mind the following points:

1. No information published via the internet is ever totally secure; if you don’t want information to become public, do not post it online.
2. Once an image or information is in the public domain, it is potentially there forever – Google never forgets!

**Mobile phones & recording devices**

Within Setting hours

1. Upon arrival all Mobile phones, smart watches with recording capabilities, cameras are to be removed and placed in secure cupboard. This applies to staff, visitors, volunteers and children attending Setting.
2. Upon leaving Setting all items are to be returned by staff member to ensure correct items are returned to rightful owner.

**Related policies**

See also: **Staff Disciplinary policy, Child Protection and Safeguarding policy.**

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| This policy was adopted by: Dainty Little Hands Ltd | Date: 25/08/2022 |
| Reviewed : 01/08/202319/01/2024 |  |
| To be reviewed: 01/08/2025 | Signed: Jayne Dainty |