



Confidentiality Policy/ Social Media Policy

This policy was adopted at a meeting of:

East Craigs Playgroup

Academic Year 2022/23

Signed: Caroline Wilkinson

Designation: Manager

Statement of Purpose

East Craigs Playgroup recognises that the safety and wellbeing of children and families is of paramount importance. All information, verbal or written, will be treated confidentially and the privacy of those involved in the service will be respected. We require to hold information about the children and families and staff working within the setting and systems will be in place regarding the sharing and storage of this information. Parents will be able to share information in confidence knowing it will only be used to enhance the welfare of their children. **However we cannot withhold confidential information regarding the welfare of the child and this information will be disclosed to specified personnel and agencies if required.** Parents will be made aware of this on enrolling their child to the setting and also through the parents' handbook/welcome pack. Throughout the guidance the term parents will be used to include all main caregivers.

Data Protection Act 1998 (DPA)

The Data Protection Act controls how personal information is used and certain principles must be followed regarding information.

- Information must be used fairly and lawfully
- Information must be used for limited, specifically stated purposes
- Information must be used in a way that is adequate and relevant
- Information must be accurate
- Information must be kept safe and secure and kept for no longer than absolutely necessary

There may be a legal reason for data to be given to an agency or the Care Inspectorate.

Records and Storage of Records

To ensure the smooth running of the setting we keep a variety of records including health and safety records, financial records, employment records of staff, students and volunteers and development plans.

Personal Records will record information including registration and consent forms, contact information, correspondence from other agencies regarding the child and or family, health issues and any other, relevant, confidential information. Parents will have access only to their own child's file.

Developmental Records in the form of photographs are kept then deleted as soon as they are shared with the parent.

All information regarding children and /or their families will be accurate and up to date and shared only with the appropriate personnel. Each child's personal records concerning information relating to medical matters, child protection matters, additional support needs will be retained for a ten year period and safely disposed of by shredding, pulping or burning. In collecting, holding and processing personal data the setting complies with current Data Protection rules and guidance.

Staff Records

All issues regarding the employment and management of staff are confidential to the people directly involved i.e. the staff member and those involved in making the decisions. Staff will have their own personal record containing relevant information and they will have access only to their own personal record. Records will be kept securely by the person specified by the employer as having access to the personnel files (Caroline Wilkinson). In committee managed settings these names will need to be reviewed regularly, at least annually, and any changes recorded as appropriate. Records will be disposed of by burning, shredding or pulping and will be kept no longer than necessary. *This may be changed on advice from our local authority.* Records should be regularly reviewed and information no longer required should be deleted.

Any personal information regarding a member of staff will not be passed to another person without their prior knowledge and consent. Information regarding an individual's performance will be confidential as will any disciplinary or grievance matters in which they are directly involved.

Any breach of the procedures will be investigated and will result in disciplinary action being taken if involving a staff member. In a committee managed service any breach of the procedures will result in a complaint being raised against them.

Social Media

Playgroup has both a Facebook account and an Instagram account. These are communication tools for the setting. We will use them to

- Promote certain events such fundraisers, committee meetings
- To give news
- To show photos of activities, trips or special events

We also want to invite your thoughts & comments.

Caroline Wilkinson and Melanie Dickerson are page administrators and will update the page on a regular basis. The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the staff & playgroup children and families.

We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to playgroupeastcraigs@gmail.com

Staff Social Media

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the playgroup reputation and the staff's own personal reputation.

Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to

- Staff must not mention any of the children from the playgroup on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not write anything about other staff members on their online profiles
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the playgroup unless they know them in a personal capacity. Instead parents should be signposted to 'like' the official Facebook page.
- Be cautious & mindful when accepting friend requests from colleagues.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- Any breaches of the Facebook & social networking policy could result in disciplinary action.
- Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.
- Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Monitoring of this Policy

It will be the responsibility of Caroline Wilkinson, Manager, to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Parents should be made aware of this policy through the parents' handbook and the enrolment procedure.

The policy will be reviewed annually to ensure all records are relevant and up to date.

See also:

Additional Support Needs Policy
Administration of Medication Policy
Child Protection Policy
Complaints Policy
Safe Recruitment Policy
Staff Development
Whistleblowing Policy
Anti-bullying and Harassment Policy

Links to national policy:

National Care Standards 3,6,7,8,10,14

<http://www.nationalcarestandards.org/files/early-education.pdf>

Find out more:

For information regarding Data Protection contact:

Information Commissioner's Office Scotland

45 Melville Street

Edinburgh EH3 7HL

Email:Scotland@ico.org.uk

Telephone 0131 244 9001

Data Protection Act (1998)

<https://www.gov.uk/data-protection>