

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment

10.2 Computers and Electronic Communications

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Staff are free to set up personal weblogs or 'blogs' on the internet, MySpace or Twitter provided that they do not breach the law or disclose any of the setting's confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998. The early years setting respects employee's right to a private life. However, the early years setting must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to: refrain from identifying yourselves as working for St. John's Playgroup; ensure that you do not conduct yourself in a way that is detrimental to the early years take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the setting. Social networking sites provide a great way for people to maintain contact with friends however the open nature of such sites enables third parties to access this information. Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Under no circumstance should comments be made about St John's Playgroup staff or children and their families on the Internet. Staff members should respect the privacy and the feelings of others. This could be deemed a disciplinary offence.

If a member of staff believes that something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the manager or the committee's chair.

St. Johns is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. The setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant

messenger services, by 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 who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

This policy was adopted at a meeting of	Sandbach Heath (St. John's)	name of setting
	Playgroup	
Held on	<hr/>	(date)
Date to be reviewed	<hr/>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	<hr/>	
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