Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

Telephone: 01233 503843

E-mail: littleacorns1@btconnect.com

Web Site: www.littleacornsashford.com

**Manager: Mrs Donna White**



P.L.A. Membership No. 202255

Registered Charity No. 1185961

**Acceptable Use Policy**

* As part of the setting’s drive to encourage safe and appropriate behaviour in the use of today’s technology, Little Acorns Pre-School will support the setting’s approach to online safety (e-Safety). We are aware that Facebook are a public and global communication tool and that any content posted may reflect on the setting, its reputation and services. We will not use Facebook to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the pre-school into disrepute.
* We will not disclose information, make commitments or engage in activities on behalf of the setting without authorisation from the setting Designated Safeguarding Lead (Claire Rodriguez) and/or the Board of Trustees. The Board of Trustees retain the right to remove or approve content posted on behalf of the setting.
* We will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
* The Board of Trustees and setting Manager, Deputy Manager and Administrator will have full admin rights to the closed Facebook group. We will ensure the Facebook group remains ‘private’ and will remove all parents/carers from the group when their child/ren leave the setting.
* Where it believes unauthorised and/or inappropriate use of Facebook, or inappropriate behaviour may be taking place, the setting will exercise the right to ask for the content to be deleted or deactivated.
* We will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
* We will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Designated Safeguarding Lead urgently.
* We will ensure the Facebook page is moderated on a regular basis as agreed with the pre-school Designated Safeguarding Lead.
* We have read and understood the setting’s Online Safety policy, which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. We have ensured that the site has been suitably risk assessed and the Board of Trustees have agreed this use.
* If we have any queries or questions regarding safe acceptable practice online we will raise them with the Board of Trustees or the Designated Safeguarding Lead (Claire Rodriguez).
* I have read and understood and agree to comply with the Staff Social Networking Acceptable Use policy

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |