

5.6. Electronic messaging and networking

- No staff member or student are allowed to discuss children, parents or anything to do with the pre-school on any social networking site
- Emails containing information about parents and children should be kept brief and initials only used.
- Personal information about children must not be looked at by students on placement, unless specific consent has been given by a parent.
- Care should be taken when speaking on the telephone that no information is given on a child unless speaking to parents, emergency contacts or professionals from other agencies such as social services. If in doubt verify or seek advice and ring back
- Any breach of confidentiality will be taken as a serious offence.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policy, on child protection.

This policy was adopted at a meeting of	Parlisshead Playgroups
Held on (date)	8-11-10
Signed on behalf of the Management Committee/Proprietor	<i>elmslie Kim</i>
Role of signatory (e.g. chairperson etc.)	CHAIRPERSON

Reviewed 25-11-10 *elmslie Kim*
CHAIRPERSON