

# **REIKI the PEOPLE E safety Policy**

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For additional info on support services for concerns about a child see [E-safety referral flow chart](#).

REIKI the PEOPLE accepts that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However, we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

## **Use of the internet at REIKI the PEOPLE:**

The staff are not permitted to use the internet whilst at the after school or holiday clubs. All research and information gathering for the activities from the internet must be done prior to the activities starting.

If a staff member wishes to access the internet for their personal use this must be at the strict request of the manager/ owner: namely Cindy Theodore, and she must approve the specific web site that is to be accessed.

## **Use of photography**

REIKI the PEOPLE may occasionally take photos of participants during course activities. These images may be used for publicity purposes in an image, on video, on our website, or in printed publications. Parents will be asked to fill the photograph and video consent form upon booking.

## **Mobile phones with cameras:**

Staff will be asked to leave all their mobile phones with their belongings on entering the REIKI the PEOPLE venue/after school club.

Phones are then available for others to contact staff in emergencies but not available for the staff's own use. If a member of staff needs to use a phone they may do so at the Managers discretion, or their own whilst on a break in the staff area at the holiday club.

## **Social Media**

When using social media sites outside of work, if staff have chosen to accept friend requests from parents of children at the REIKI the PEOPLE they are asked to ensure any posts made are respectful of the setting and always maintain a professional attitude towards their work.

Under no circumstances should friend requests be accepted from children.

If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact your Manager immediately.