



Scalliwags Pre-School CIO

Class Dojo Policy

The purpose of this policy is to safeguard and promote the welfare of all members of the pre-school when using the Class Dojo App. We recognised that sharing information with parents in this technology lead world needed to be more instant and more consistent. Class Dojo was introduced in 2023.

Membership of Class Dojo

- By invite only;
- Invitation only to current parents, carers and staff;
- Membership ceases as soon as parent/carers or staff is no longer a member of the Setting;
- Users encouraged to password protect their device or use fingerprint/facial recognition.

Class Dojo Images

- Photos are only taken on Setting devices and uploaded on site.
- Setting devices are password protected.
- Parents' permission is sought on the Registration Form as to the use of their child's images on Class Dojo.
- Parents not giving permission would not exclude them from Class Dojo membership but would mean that no images would be shared of their child.
- By signing up for Class Dojo parents and staff do so with the understanding that images and posts are not to be screenshot or photographed. Anyone found to be sharing screenshots will be removed from the App with immediate effect.

Information Shared

Scalliwags Pre-School CIO

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Telephone: 01892 835980 E-mail: admin@scalliwags.org

Registered Charity No. 1179340, Registered Ofsted No. 2686577



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- With clear educational use;
- Curriculum;
- Extending learning at home;
- Next steps;
- Setting Community updates;
- Information sharing ;
- Diary date reminders;
- Communication on behalf of the Setting will be made by the Early Years Manager or one of the Deputy Early Years Managers.
- Said communication will be clear, professional, responsible, credible, fair and honest, and consideration will be given to how the information being shared could be perceived.

Direct Communication

- Parents are invited to comment on posts.
- Parents are not to expect responses from staff to any comments or questions.
- Staff are not to engage with any private or direct messaging.
- Parents are to be sign posted to contact the Setting via email/phone or in person to have individual questions answered.

Membership of the Setting's Class Dojo is only permitted in accordance with the following:

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We believe that everyone should be treated with kindness, respect and dignity. The same is applicable to online behaviour. All members of the pre-school are expected to engage on the Class Dojo App in a positive and responsible manner.

Concerns regarding the online conduct of any member of the pre-school on our Dojo App will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including but not limited to anti-bullying, allegations against staff, staff code of conduct, acceptable use policies, child protection and Data Protection.

This policy was adopted at a meeting of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory

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