

## **30. Website**

### **30.1 Statement of Intent**

We understand that the majority of people's first view of a setting is through the internet and as such is a valuable part of a business. However, the preschool recognises the need to safeguard its children and provide up to date and accurate information via this medium.

### **30.2 Aim**

The aim of the website (insert domain name) is to provide up to date, accurate and informative information for prospective parents who may use the preschool as well as current parents to access information about the preschool.

### **30.3 Payments**

As of December 2018, the committee voted on the monthly cost of £8.50 for the ownership of the domain name as well as the extra storage and such which comes as part of the package. These payments are to be watched and any rises or changes in cost and the like will need to be addressed.

### **30.4 Password**

(insert domain name) was created using **wix.com**, and can be maintained by using it.

It has its own username and password which is to be kept only by the Website Maintenance Officer (WMO) or the Manager. This is to protect the contents of the website.

On the appointment of a new Manager or WMO the password will need to be changed by the remaining person. This can then be shared with the new appointee.

**Website Maintenance Officer: Matthew Hardware**

**Manager: Alison Harvey**

### **30.5 Maintenance**

In order for the website to be up to date it must be properly maintained. The WMO is charged with the updating and maintenance of the website. Any updates made must be checked by the Manager to ensure the information is correct.

#### **30.5.1 Pictures/Photos/Videos**

Any pictures/photos/videos that are to be added to the website are to be checked first for any indecent content. If they contain any children a signed declaration from the parents of use of the photo.

### 30.5.2 Relevant Information

Any information regarding the preschool must be true, correct and as accurate as possible so it cannot be construed as misrepresentation of the business. Old or irrelevant information will need to be removed to ensure this.

### 30.6 Key Information Requirements

In order to comply with *Companies Act 2006* we must disclose the following information on the website:

- Company name
- Company registered number
- Place of registration, such as England and Wales
- Registered office address
- Your company name, postal address and company email address
- How to contact your business via non-electronic means
- Your VAT number, even if the website is not being used for ecommerce transactions
- The name of any trade bodies or professional associations that the business is part of, including membership or registration details.

The *GDPR Regulations 2018* requires the following to be in place:

- Preferences on your web contact forms set to default to “no” or blank, and users have to actively opt-in
- Making it easy for users to withdraw their consent or opt-out
- Forms should collect a minimum of information, and only the data required for the task at hand
- Notifying users of cookies that are being used to track their behaviour
- And have in place a data breach process in case the worse happens.

### Copyright

The website must respect copyright and only use of copyright free or licensed images and videos with the permission of the owner. In addition, it must contain a © copyright (year) as a footer of the site to prevent infringement of our copyright.

### 30.7 Links to other policies

- Companies Act 2006
- GDPR Regulations 2018
- 9. Data Protection
- 20. Safeguarding Children
- 24. Social Networking

This policy was reviewed and adopted at a meeting of Walton Under Fives Pre-School held in March 2019

Signed (Pre School Manager) ..... Date .....

Signed (Committee Chair) ..... Date .....