

St. James' Pre-School

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1.9 Online safety (inc. mobile phone, cameras and all electronic devices)

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting. This policy therefore includes all electronic devices with imaging and sharing capabilities.

Procedures

- Our designated person (manager/deputy) responsible for co-ordinating action taken to protect children is:
Tracey Sparks in her absence Charlotte Baker
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Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children do not have access to the internet.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy.
- If staff access the internet to use an image or to promote learning the site is researched prior to use in the classroom. Although this is not encouraged as a regular practice. This is overseen by manager or deputy.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.

- If a second-hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Children are unable to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated person would ensure that staff have access to age-appropriate resources to enable them to assist children to use the internet safely, if we were to introduce it.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Staff do not access personal or work email whilst supervising children.
- Staff send personal information by encrypted email and share information securely at all times.

Mobile phones – children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in [lockers or a locked drawer] until the parent collects them at the end of the session.

Mobile phones, Ipads and all electronic devices with imaging and sharing capabilities – staff and visitors

- Personal mobile phones may only be used in staff room for emergencies. They will be stored in lockers or drawers in the office.
- On some occasions the manager may use a mobile phone as this is linked to the website, and the number is used by the church and prospective parents.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If our members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children. The pre-school mobile phone must be used.
- Parents and visitors are not allowed to use their mobile phones and electronic devices with imaging and sharing capabilities, whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present. This includes the office or the corridor downstairs.

- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos, electronic devices such as ipads and smart phones

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the Registration form). Such use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

Social media

- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.
- Images are shared on Face Book and Instagram. These exclude full image of child, unless parent has agreed. Strict confidentiality with regards to names of children are kept. Parents sign an agreement that photos and videos can be taken of their child.

Electronic learning journals (Tapestry) for recording children's progress

- Managers seek permission from the senior management team prior to using any online learning journal. A risk assessment would be completed with details on how the learning journal is managed to ensure children are safeguarded.
- Staff adhere to the guidance provided with the system at all times.
- Ipads are available for staff to use and permission is required to use them at home. They are all pin or password protected. Therefore, need to be turned off when not in use, this applies in the hall and the classroom.
- Parents sign an agreement, that photos and videos can be taken and uploaded on tapestry.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people online is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

Other useful Pre-school Learning Alliance publications

Safeguarding Children (2013)

Employee Handbook (2019)

Policies and Procedures for the EYFS – Jan 2024