Online Safety (including Mobile Phones, Cameras and Smart watches) Policy

Policy statement

Binfield Preschool 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.

Procedures

- Our designated person responsible for co-ordinating action taken to protect children is Emma Hone.

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 unsupervised access to the internet
- 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 inappropriate material is not stored on it before children use it
- All computers for use by children are located in an area clearly visible to staff
- Children are not allowed 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 online is reported to the National Crime Agency’s Child Exploitation and Online Protection Centre at www.ceop.police.uk
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely
• 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
• Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails

• Staff do not access personal or work email whilst supervising children. If it is necessary for a staff member to check their emails outside of break times, this can be arranged with the manager

• 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 on the manager's desk until the parent collects them at the end of the session

Mobile phones – staff and visitors
• Personal mobile phones are not used to make calls by our staff on the premises during working hours, unless with prior permission from the manager. They will be stored in the kitchen, away from the children

• In an emergency only, personal mobile phones may be used in the kitchen where there are no children present, with permission from the manager

• Only those designated staff members (Emma Hone, Jenna McCormack, and Elisa Draper) are allowed to use a mobile phone to take photographs within setting for the purpose of uploading onto our Facebook pages. As soon as the photographs have been uploaded, they should be immediately deleted from the phone (including the history)

• 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 to limit the need for using a personal mobile phone

• 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 unless they are the designated staff member to do so

• Parents and visitors are requested not to use their mobile phones 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
Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment, including Smart phones with the capacity to record video, into the setting.

- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, for displays within the setting or for uploading to our Facebook pages, 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 or on social media, parental consent must be given and safeguarding risks minimised, for example, covering the child’s face, 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 are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.

- 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.

Electronic learning journals for recording children’s progress

- Managers seek permission from the committee prior to using any online learning journal. A risk assessment is 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.
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/

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<tr>
<td>Name of signatory</td>
<td>Adrian Hone</td>
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<td>Role of signatory (e.g. chair, director or owner)</td>
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Other useful Early Years Alliance publications

- Safeguarding Children (2013)
- Employee Handbook (2012)