

## **1.11 ONLINE SAFETY (INC. MOBILE PHONES AND CAMERAS)**

### **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.

### **Procedures**

Our designated person (Manager) responsible for co-ordinating action taken to protect children is: Karen Blaney

### ***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.
- The ICT equipment that the children use is not internet enabled.
- The Manager, Karen, has a Windmill Preschool owned laptop at her house, which is used for all Windmill Preschool administration, emails and correspondence and for storing photos/videos.

### ***Internet access***

- Children do not have access to the internet at The Windmill Preschool.
- 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.

### ***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.
- Staff send personal information by encrypted email where necessary 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 a safe place until the parent collects them at the end of the session.

### ***Mobile phones – staff and visitors***

- Personal mobile phones are only used by staff on the premises during working hours for emergencies. They will be stored in the “names box” on the stage.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- All 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 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 Manager, Karen, always has her mobile phone and all parents have this number.
- 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.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

**Cameras and videos**

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.

The Windmill Preschool staff use 2 cameras for recording children’s progress. The photos and videos are downloaded onto a Windmill Preschool owned laptop, stored at the Manager’s house. This is a password protected laptop. The photos are all put onto a CD and given to parents when a child leaves the setting, and the photos are hence deleted from the laptop.

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 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**

We do not use electronic methods for recording children’s progress.

**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 on line 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/](http://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 (2012)

**This policy was adopted at a meeting of the pre-school held on (date).....**

**Signed on behalf of the pre-school..... (Chairperson)**

**Next Policy Review February 2017**