



2.05 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 persons (manager/deputy) responsible for co-ordinating action taken to protect children are: **Claire Burke and Sue Carter**

Information Communication Technology (ICT) equipment

- Normally only ICT equipment belonging to the setting is used by staff and children while in the setting.
- 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 normally have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded in relation to online use while in the setting.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
 - only go online with a grown up
 - be kind online
 - keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet

- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world by learning about these in the real world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- 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 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 only use email in the setting when supervised by staff. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff aim to send personal information about the children 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 safely until the parent collects them at the end of the session, unless there is a specific reason why the child needs access to the device. Guidelines/policy will be developed if/when necessary.

Mobile phones – staff and visitors

- We do not have direct access to a landline during the session – the nearest phone is in the church reception and is not always manned. As this is the case we understand that staff may wish to keep mobile phones on in case of emergency. We are happy that they do this providing this does not affect their ability to care for the children in any way.
- Personal mobile phones are not used by our staff in the setting during working hours unless this is necessary. They will be stored in the wall hanger.

- 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 church landline 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, except in a case of family emergency. They must not take photographs of children on these devices.
- 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.
- Should a member of staff or another adult in the setting use their phone inappropriately the supervisor will at first address the issue informally. If the incident is repeated the supervisor will issue a verbal warning and follow the setting's standard disciplinary procedures and the individual will be asked to turn the phone off.
- If it is felt that the constant ringing of a phone is disrupting the setting the individual will be asked to turn their phone to discreet or silent.

Cameras and videos

- Our staff and volunteers must not use their personal devices to record or photograph children in the setting or on outings.
- 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, 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. Permission to take photographs or videos during special events may be denied at the discretion of the manager.
- 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.

Social media

- Staff must not post photos, videos or any other information about any of the children in their care on a social networking site.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people with whom they choose to share information.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.

- Staff should ensure that their use of social media does not contravene our Valuing Diversity and Promoting Equality and British and Universal Values policy (1.11) and is not detrimental to the organisation or its service users. Failure to do so will result in disciplinary action.
- 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, as they would any other piece of information, and follow the correct setting procedures.
- 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. If they have any concerns at all about their relationships they should cease communications until the issue is resolved.
- Should the setting manager or supervisor feel that any relationships between staff and parents on social networking sites could have a detrimental effect on the setting in any way the member of staff may be asked to stop this line of communication. Failure to do so will result in disciplinary action.

Electronic learning journals for recording children's progress

- We use the Tapestry online learning journal.
- Staff adhere to the guidance provided about 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 (1.02), 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 (2012)

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 21/05/2020 (date)

Signed on behalf of the provider

Name of signatory

Clair England

Role of signatory (e.g. chair)

Chair of Trustees