

# **West Hallam Village Pre-School**

## **Online Safety Policy – including 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. Only ICT equipment belonging to the setting is used by staff and children. We ensure it is safe and fit for purpose. All computers have virus protection installed. We ensure 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.
- If staff access the internet with children for the purposes of promoting their learning, filters are in place and staff must be aware of what they are accessing.
- We ensure that children and young people are safeguarded and risk assessments in relation to online safety are completed if we should use the facility.
- Children would be taught the following stay safe principles in an age appropriate way prior to using the internet;
  - only go on line with a grown up
  - be kind on line
  - keep information about me safe
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- We would seek to build children's resilience in relation to issues they may face in the online world, would 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, we 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](http://www.iwf.org.uk).
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line would be reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- We ensure staff have access to age-appropriate resources that would 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](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://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.
- Staff always send personal information by encrypted email and share information securely.

## **Use of mobile phones in Pre-School – staff and visitors**

Personal mobile phones belonging to members of staff are not used on the premises during working hours, unless consent is sought for them to step away from the session as long as correct ratios are being adhered to. We keep all staff and visitor mobile phones securely locked in a safe in the upstairs staff room.

At the beginning of each individual shift, personal mobile phones are turned to silent and stored in the locked safe. In the event of an emergency, personal mobile phones may be used in the privacy of the Administrator's office with prior permission from the Manager. Personal phones MUST NOT be used to photograph any of the children within the setting.

Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.

There is a mobile phone specifically for use on outings in case of an emergency. This phone is the only phone that can be used for taking photographs of the children during an outing. All pictures are then downloaded onto the Pre-School laptop and stored securely, then deleted from the phone as soon as possible. When this phone is not in use it is stored in a locked cabinet.

We have a sign on our notice board asking that mobile phones are not used in Pre-School, and parents/carers are required to sign a form agreeing to this. In the case of an emergency, phone calls can be taken in a private area away from the children.

Staff or volunteers should not take their personal mobile phones on outings, as this could cause a distraction and affect the staff to child ratios. In the case of an emergency, they can be contacted on the specific outings mobile phone.

## **Use of mobile phones in Pre-School – 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 the locked safe until the parent collects them at the end of session.

## **Use of cameras and videos in Pre-School**

Members of staff must not bring their own cameras or video recording equipment into the setting. Photographs or recordings of children are only taken on equipment belonging to 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 use on the Pre-School website and in other media if prior consent has been obtained. All photographs and recordings will be stored securely on the Pre-School laptop and then deleted from the equipment. Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form). Parents/carers sign a form agreeing to photographs of their children being used on the website and in media. Parents/carers are also asked to sign a form to agree that they will not use a camera during a Pre-School session (other than events, e.g. Christmas concerts, party – see Social Media below).

## **Use of Smart watches and Fitness Trackers in Pre-School**

Staff must not be distracted by alerts to their personal Smart Watches, Fitness Trackers, or any other wearable technology whilst working in the setting, as this may affect staff to child ratios and compromise the safety of the children in our care. These devices must not be used to take any images or sound clips of the children during the session.

Staff must also be aware of the potential risk posed by such devices when worn by visitors to the setting and must remain vigilant at all times.

## **Social Media**

We require all staff, committee and parents to be aware that no mention of our Pre-School, or any photographs taken at Pre-School events, be placed on the Internet or on any social networking sites and they are asked to sign a form agreeing to this request. We have a closed Facebook group for current parents, immediate grandparents, staff and committee. Access is by request through the site administrator. This site is an information source where no images of children are allowed. If the staff/committee are made aware of photographs being placed on any social networking site, a request will be made to the parent/carer to remove them immediately. Further action will be taken if the photographs are not removed.

Staff are required 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 users of the Pre-School, children and parents as friends, due to it being a breach of expected professional conduct.

In the event that the staff do name the Pre-School in any social media, they do so in a way that is not detrimental to the Pre-School or its users.

Staff must observe confidentiality and refrain from discussing any issues relating to work.

Staff should not share any information they would not want children, parents or colleagues to view and must be aware that some comments on social media can be misinterpreted.

Staff should 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 in to the setting, this information is shared with the Manager prior to the child attending and a risk assessment and agreement in relation to boundaries is agreed.

Staff should report any concerns, or breaches to the Pre-School Manager.

### **Events**

At the start of any event, parents/carers are advised that photographs and video recordings may be taken, but to respect the wishes of some of our parents/carers, we request that these images are not shared on any social media networking sites. If a parent has denied permission for a child to be photographed then we will ensure that this situation is managed sensitively with minimum distress to the child involved.

### **Electronic Learning Journals**

These are used to record a child's progress. The Pre-School Manager obtained permission from the committee to introduce Tapestry as our chosen journal. Staff always adhere to the guidance provided with the system and it is managed to ensure children are safeguarded. Consent is obtained from parents/carers before a child is entered on to the system.

### **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 Child Protection and Safeguarding 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 other's behavior 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)

**This policy was adopted at a meeting of West Hallam Village  
Pre-School Committee.**

Held on (date) .....

Signed on behalf of the Pre-School .....

Chairperson Karen Pilkington

Content amended: 1 January 2019 T013

Reviewed annually on: