

1.1 Little Avenues Online Safety Policy (inc. mobile phones, smart watches, tablets and cameras)

Policy statement

At Little Avenues 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 safeguarding officer is responsible for co-ordinating action taken to protect children is Toni McGenity

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated safeguarding officer is responsible for ensuring all ICT equipment is safe and fit for purpose.
- The designated safeguarding officer ensures that safety settings are set to ensure that inappropriate material cannot be accessed.
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Internet access

- Children do not normally have access to the internet and never have unsupervised access.
- Interactive screen/computer/tablet use must be supervised by an adult at all times and any games, videos or apps used must be from a pre-approved selection checked and agreed by the designated safeguarding officer or Manager.
- Online searching and installing/downloading of new programmes and applications is restricted to authorised staff members only. Children should not be able to search or install anything on a setting device.
- Staff are also aware of the need to limit the time children spend on computers and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities.
- The designated safeguarding officer has overall responsibility for ensuring that children are safeguarded and risk assessments in relation to online safety are completed.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet at preschool:
 - only go on line with a grown up
 - be kind on line
 - 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

- Staff will also seek to build children's resilience in relation to issues they may face in the online 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 ICT device is purchased or donated to the setting, the designated safeguarding officer will ensure that no inappropriate material is stored on it before use.
- Children are not allowed to access social networking sites.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

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 password protected 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 office until the parent collects them at the end of the session.

Mobile phones and smart watches– staff and visitors

- Only the manager and Deputy can have the designated preschool mobile phone to hand during working hours for preschool and emergency use.
- Personal mobile phones and smart watches are not used by staff on the premises during working hours. They will be stored in the office.
- 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.
- When on outings personal mobile phones can be used for emergency contact, but must not be used to make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones or smart watches whilst on the premises and to leave their phone in the office. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.

Cameras and video recording devices

- Staff and visitors must not bring their personal cameras, or ICT devices with cameras or video recording equipment into the setting.
- Photographs will only be taken with the preschool's digital camera or for on-line learning journals on preschool's tablets.
- Photographic images will be uploaded for printing purposes and used to record children's progress and development, in displays of the children's work/activities and visual aids, as well as for publicity and

promotion. 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.

- Written permission is received from parent/carer (see the Registration form) when their child starts attending the preschool. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.
- Cameras/tablets of any kind must not be taken into the bathrooms without prior consultation with manager.
- If photographs need to be taken in a bathroom i.e. (photographs of the children washing their hands) then manager must be told and staff supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Staff will report any concerns relating to any inappropriate or intrusive photography to the designated safeguarding officer or manager.
- All cameras in the preschool including those on staff mobile phones/smart watches can be subject to scrutiny at any time by the safeguarding officer or manager.

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 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

- See the Tapestry On-Line Learning Journal Policy for full details on how the learning journal is managed to ensure children are safeguarded.
- Staff adhere to the Tapestry On-Line Learning Journal Policy to the at all times.

What to do if you are worried about a child or a colleague online

- If staff are concerned about a child online, they follow the Little Avenues Preschool Safeguarding Children Procedures and report and record to the designated Safeguarding officer Toni McGenity or the manager Jane Dickson.
- Staff can also contact a helpline for support and advice:

- Professionals Online Safety Helpline – Advice and support for professionals working with children with any online safety issues children in their care may face – 0344 381 4772 or helpline@saferinternet.org.uk; <https://www.saferinternet.org.uk/professionals-online-safety-helpline>
- NSPCC helpline – Advice and support for anyone who is worried about a child or needs information about child protection – 0808 800 5000
- If staff are concerned about the behaviour of a colleague online, they follow the Little Avenues Preschool allegations procedures and report and record to the designated Safeguarding Officer Toni McGenity or the manager Jane Dickson. If staff are unhappy with the response, they can follow the preschool’s whistleblowing policy and/or the NSPCC whistleblowing helpline.
- 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.
- 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.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images (including printing, forwarding, saving and sharing images). In the event of a concern that a colleague or other person is behaving inappropriately the Little Avenues Preschool Safeguarding Children 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/
- Safeguarding children and protecting professionals in early years settings: online safety considerations for managers and
- Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners: <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

Online safety for children away from preschool during COVID-19 outbreak

During Covid-19 outbreak, when children are absent from preschool because of self-isolation or shielding, and/or during a Tier 4 local lockdown when the preschool will remain open only for priority groups - children who are vulnerable, and the children of critical workers, we recognise that the majority of children will not be physically attending preschool. Therefore that it is likely they will be spending longer periods of time online, which may increase their vulnerability. We will provide parents with information on how to keep their children safe online. Particularly useful websites are:

- [CEOP](http://www.ceop.police.uk) (Child Exploitation and Online Protection)

- [Childnet](#)
- [Internet Matters](#)
- [Net Aware](#)
- [NSPCC](#)
- [Parent Info](#)
- [Safer Internet](#)

Staff are aware that children are vulnerable to being bullied or groomed for abuse or radicalisation online. Staff will be vigilant to any signs that that this may be occurring and report any concerns in the usual way.

Updated 15th June 2021

Manager's signature _____ Date _____

Safeguarding Officer _____ Date _____