

# Online Safety Policy (inc. mobile phones 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.
- Computer/tablet use must be supervised by an adult at all times and any games 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 computer or tablet is purchased or donated to the setting, the designated safeguarding officer will ensure that no inappropriate material is stored on it before children use it.
- 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 is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://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](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 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 – 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 are not used by staff on the premises during working hours. They will be stored in the office.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- 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 whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.

### *Cameras and videos*

- Staff and visitors must not bring their personal cameras or video recording equipment into the setting.
- Photographs will only be taken with the preschool's digital camera.
- 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 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 telephones 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*

- 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 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/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)