

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.



1.6 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

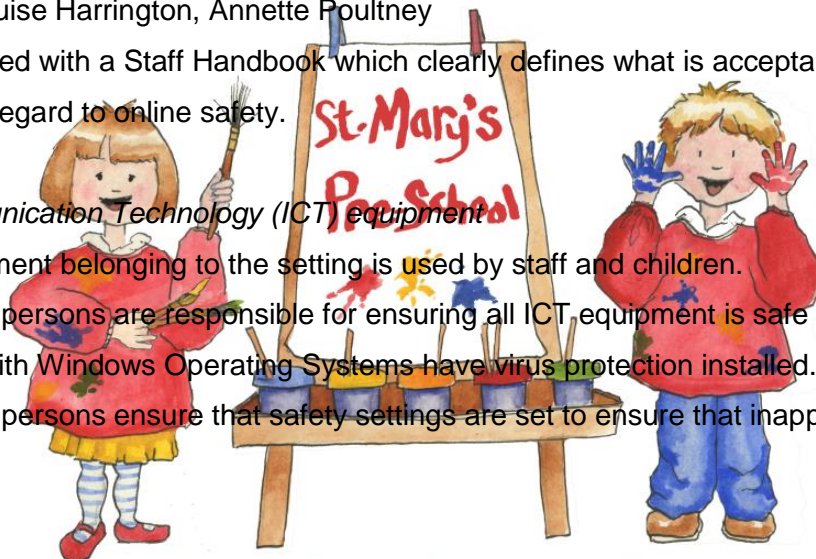
- Our designated persons responsible for co-ordinating action taken to protect children are:

Tina Hillson, Louise Harrington, Annette Poultney

- All staff are issued with a Staff Handbook which clearly defines what is acceptable and unacceptable behaviour with regard to online safety.

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated persons are responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers with Windows Operating Systems have virus protection installed.
- The designated persons 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.
- The designated persons have overall responsibility for ensuring that children and young people 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;
 - 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
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.

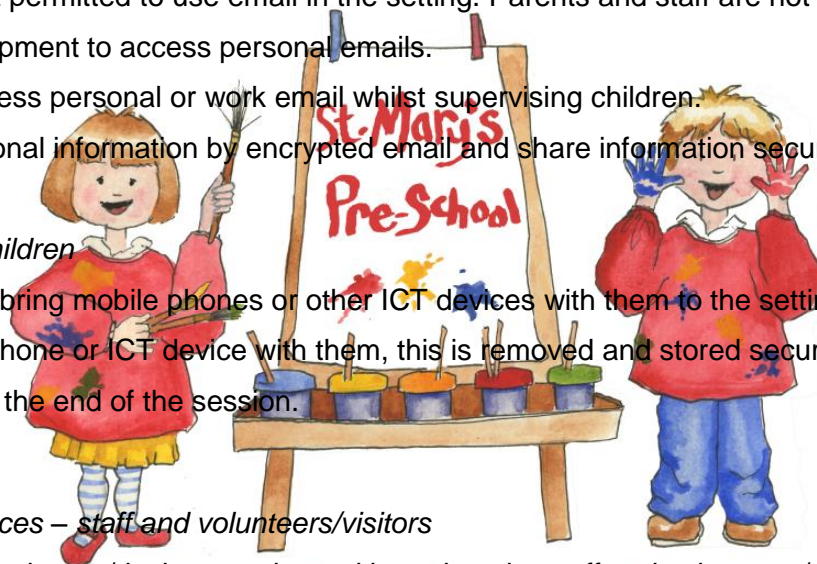
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated persons ensure 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, young person or vulnerable adult 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 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 and share information securely at all times.

Mobile devices – 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 securely until the parent collects them at the end of the session.

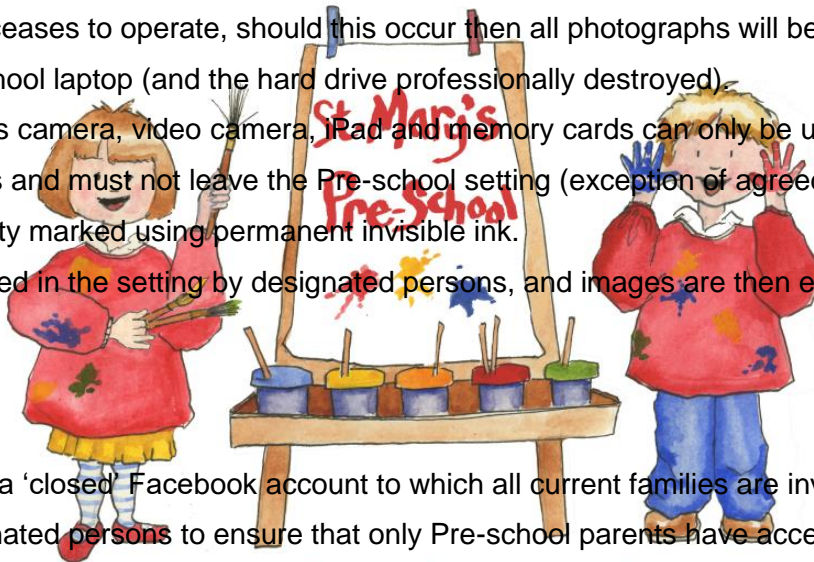


Mobile phones/devices – staff and volunteers/visitors

- Personal mobile phones/devices are logged in and out by staff and volunteers/visitors (this is supervised by designated persons). Personal mobile devices are not to be used to contact Pre-school families except in the event of an emergency. They are kept in a specific box in the kitchen and can only be used, if necessary, either in the kitchen area or off site.
- Staff are advised that all personal/emergency calls should be directed through the Pre-school landline phone.
- Staff are asked not to make personal calls during their working hours however, in urgent cases a call may be made or accepted, if deemed necessary, with the agreement of designated persons.
- The labelled Pre-school mobile is located close to the landline, both phones are monitored by designated persons. The camera facility on the mobile is disabled.
- The Pre-school mobile phone is taken for use on outings, for emergency situations.
- Staff ensure that the setting telephone numbers, both landline & mobile, are known to family and other people who may need to contact them in an emergency.
- Parents and volunteers/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

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings (both camera and iPad) 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 designated persons.
- 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.
- Photographs will be stored on the Pre-school laptop, which is password protected and encrypted, until the Pre-school ceases to operate, should this occur then all photographs will be destroyed and deleted from the Pre-school laptop (and the hard drive professionally destroyed).
- The Pre-school's camera, video camera, iPad and memory cards can only be used by staff for Pre School business and must not leave the Pre-school setting (exception of agreed outings). All storage cards are security marked using permanent invisible ink.
- Photos are printed in the setting by designated persons, and images are then erased from the memory cards.



Social media

- The setting has a 'closed' Facebook account to which all current families are invited to join, this is fully vetted by designated persons to ensure that only Pre-school parents have access and they are removed once their child is no longer attending. We use this account to communicate with our families and all posts are 'approved' by designated persons before they are activated.
- We use our Facebook account to show parents images of the daily activities their children are involved in. No image shows a child's face and this is monitored by designated persons.
- 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 are advised that they should not accept 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 persons 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.

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/



This policy was adopted by _____ (name of provider)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

South Holmwood