



Safeguarding and Welfare Requirement: Child Protection

1.6 Online safety (including mobile phones and cameras)

Policy statement

At Sennen and Land's End Pre-school 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.

We believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. The Pre-school provides children with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

We use images of the children attending our setting for a number of reasons such as, for their personal learning journey's, to support their development, photo albums for the children to look through, displays and, in some cases, in our local media.

Most childcare provisions use digital images in their day to day running of the group in some capacity as this can play a very important part in communicating with the children, aiding their development, as well as allowing parents/guardians to see what their children access whilst at nursery.

We also encourage the children to take photographs of each other, as this promotes confidence, independence and allows children to become comfortable with the use of ICT.

Procedures

- Our designated person responsible for co-ordinating action taken to protect children is: Sally Baker-Jones

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- 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 never have unsupervised access to the internet; however, children do have independent use of safe, recommended, age appropriate apps on the children's tablets on children's safety mode for the purposes of promoting their learning.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy.
- The designated person has 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 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
- Designated persons 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 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 on-line 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

- 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 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 locked cupboard until the parent collects them at the end of the session.

Mobile phones - staff and visitors

- Personal mobile phones can only be used within the staff room during staff's lunch breaks. Phones will always be stored and remain in the staff room during working hours.
- 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 setting 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, or take photographs of children.
- 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.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
 - Parental permission forms, found within registration forms, give information on how the setting uses photographs or videos within the setting.
 - Permission must be given by a parent before:
 - allowing children to use the internet

- taking photos or videos of children within the setting
 - any photographs of children taken outside of the setting are used within the setting
 - allowing photos which include their child to be taken home by other children
 - their child's photo appears in local advertising, such as local paper or promotional literature.
- 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.

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 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.
- 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.
- Confidentiality of the setting should be respected when staff and committee members using social networking sites at home in their own time.

Electronic learning journals (Tapestry) for recording children's progress

At Sennen and Land's End Pre-school we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system (see Appendix for Tapestry's own security policy) and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post

any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Safety

- As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of their child. Other than family, only setting staff and the manager/s have access to the journal.
- Staff use tablets to take the photographs for observations, but these will not be stored on the device. Photos will be uploaded to the journal as they are taken and then deleted at once from the device.
- Staff are not permitted to take the tablets home and they will remain on the premises at all times, unless specific permission has been granted by the manager. They are to be stored in a locked cupboard at the end of each day and over the holidays as a security measure. Staff wishing to update journals at home are able to access the Tapestry site using their own device but again permission must be granted by the manager.

Sharing with children

- Staff will share the photos they take with the children as they are taken and will record any comments made by the child on the Tapestry site either under the photo or in with the observation.
- We encourage parents and carers to share the journals at home with their child. Within setting, we will continue to take photographs of events and activities with the camera and display on walls etc., this enables children to develop their sense of belonging and share experiences with their peers.

Parents without internet

- For parents without access to the internet, we will print all the information from Tapestry and put it into a Learning Journey book, exactly as we have done previously. This will be in the setting for the parent to view at all times and will be sent home periodically throughout the year.

Children leaving the setting

When a child leaves the setting permanently, we will save the learning journey to disc for them, so they have a lasting record of their child's time at Pre-school. A copy will also be shared with the subsequent setting with parental permission.

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	Sennen and Land's End Pre-school
On	
Date to be reviewed	
Name of signatory	
Role of signatory	