

06.10 Online Safety

E-safety (including all electronic devices with imaging and sharing capabilities)

Castor and Ailsworth must have regard to the following guidance on children's screen use in early years settings: Help for early years providers: Screen use.

It is important that children receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and the virtual world. This must be done in a child appropriate way.

Content - being exposed to illegal, inappropriate or harmful material

Contact - being subjected to harmful online interaction with other users

Conduct - personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment

- Staff Tablets are only used for the purposes of observation, assessment, planning and to take photographs for individual children's learning journeys, this also includes group photos.
- Tablets are always stored securely when not in use with a password.
- Staff follow the additional guidance provided with the system

Internet access

- Children never have unsupervised access to iPads.
- Staff have a dialogue with parents and support any concerns where possible
- Only sited with a focus on early learning are used, we currently Use Amazon Kids
- YouTube is not accessed by children due to the risk of inappropriate content, only an adult using it for learning/games purpose.
- Children are taught the following stay safe principles in an age-appropriate way:
 - only go online with a grown up
 - be kind online **and** 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 support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- 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.

Strategies to minimise risk include:

- Check apps, websites and search results before using them with children.
- Children should always be supervised when accessing the iPad.
- The children's iPad has age-appropriate games, downloaded by staff and agreed by the Manager but not accessible to internet access.
- Role model safe behaviour and privacy awareness. Talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately.

Personal mobile phones – staff and visitors (includes internet enabled devices)

- Personal mobile phones and internet enabled devices are not used by staff during working hours unless with the managers or Lead's permission. This does not include breaks where personal mobiles may be used off the premises or in a safe designated area.
- Personal mobile phones are kept in a box upstairs
- Personal mobile phones may be used away from the children with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Members of staff do not use their own phones to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.

Cameras and Video

- On a child's entry to the Preschool, all parents/carers will be asked to give permission to use their child's work/photos for various purposes. See Photograph permission document.

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Adopted October 2026

Policies are reviewed annually September

- No Meta-glasses are to be used without the explicit agreement of the manager
- This consent form is considered valid for the entire period that the child attends Preschool unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information. Parents or carers may withdraw permission, in writing, at any time.
- We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website.
- The preschool mobile is used for uploading to social media. ONLY photographs to document children's development or to share information on the website/ displays in the setting should be taken whilst at Preschool.
- We prohibit smart watches that have a camera facility. The manager will decide on an individual basis, considering the watch capabilities. Staff must disclose any new Smart watches.
- Children are given the opportunity to consent to their photograph being taken, even if parent/carers permissions are in place.
- Camera and video use is monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents/carers for their children to be included. Parents are strongly advised they do not have a right to photograph or upload photos of anyone else's children.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained and safeguarding risks minimised.

Cyber Bullying -If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000

www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Use of social media

Castor & Ailsworth Preschool accepts that staff may choose to accept friend requests from parents on social media sites or already be friends with a family before they start. However, this policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

Staff are expected to:

- Staff must not engage in social media interactions with parents or colleagues that could compromise professional boundaries.

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- Any friendships with parents online and in person are separate to the setting and are dealt with personally.
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- Personal opinions shared on individual accounts must not be attributed to the setting.
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- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- be clear with parents of their boundaries around communications outside of the setting
- ensure the organisation is not negatively affected by their actions
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapchat may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality, do not discuss any issues relating to work, staff, children or families
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- report any concerns or breaches to the designated safeguarding lead in their setting
- Any concerns arising outside of Preschool should not affect the running of the setting or staff interactions
- Report any new or historic friendships or connections to the manager

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure 06.2 Allegations against staff, volunteers or agency staff.

Use of email

Emails are used by staff for work purposes, any sensitive information is sent through a staff only email.

Manager manager@castorpreschool.org.uk

SENCO sencocastorpreschool@yahoo.com

Staff are asked not to contact parents from their personal e mail accounts nor give out their personal e mail addresses.

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Tapestry and Tablets

- The tablets will be used to record children's learning journey using the Tapestry app. These are PIN/Password protected.
- Pictures of children taken on the tablets will be taken directly in tapestry or, if taken using the camera on the device, uploaded to Tapestry as soon as possible and then deleted. This will be monitored by the Preschool Manager every term.
- The staff tablets do go home with staff, so if staff need to work on learning journeys from home they can however, the manager should be aware of where the device is.
- Staff will sign a contract that outlines safety procedures to ensure their Tablet is stored safely, and password codes are kept confidential. Parents will have given permission on registration for work to be complete at home.
- On occasion's children's group activity photographs or video clip will be sent on Tapestry, with their permission obtained from parents on registration, to keep in touch with their child's activities.

Social Media

Castor & Ailsworth Preschool has a Facebook and Instagram page available. This is a communication and advertising tool for the setting.

- Promote certain events
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas.
- To give news and reminders
- To show photos of activities, trips or special events (no faces or names unless agreed with parent/care beforehand)
- The Preschool manager (including deputy) are the page administrators and will update the page on a regular basis.

Confidentiality and Privacy

- Under no circumstances will staff share confidential information, photographs, or personal details of children, parents, or colleagues on their personal social media accounts.
- Parents must provide consent before any photos involving their child are posted on the setting social media accounts.

Respectful and Professional Communication

- Staff must engage in respectful discussions on all social media platforms.

- Staff must not participate in online debates, disclose workplace disputes, or use offensive language that could reflect poorly on the setting.
- Parents and staff are expected to communicate directly with the setting to raise concerns rather than using social media for complaints or discussions that could breach confidentiality.

Parent and Child Privacy

- Parents will be informed about the setting's use of social media, including how and why content might be shared.
- No child's image or information will be shared without explicit, signed parental consent and a clear explanation of how the content will be used.
- Social media posts will not share specific locations, or real-time details of outings or events to protect children's safety.

Monitoring and Oversight

- Any posts or online activities that conflict with safeguarding policies may result in appropriate action, including policy reviews or disciplinary measures for staff.

Reporting Concerns

- Staff and parents are encouraged to report any inappropriate, offensive, or misleading content related to the setting on social media.
- Any concerns about a staff member's online activity will be addressed confidentially and in line with safeguarding procedures

If you would like to report an inappropriate comment, then please send an email to manager@castorpreschool.org.uk or 01733 380190