



1.6 Online safety (inc. mobile phones and cameras)

Policy statement

At Sandy Bears Nursery + 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.

Procedures

- Our designated person is responsible for co-ordinating action taken to protect children is:
Astone Richardson
-

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.
- Children do not have computers as they do not have 'screen time'. The only screen time they may experience at SB (with parental consent) is when a member of staff wants to show them a youtube short clip as part of an educational activity.
- Children are always monitored closely when using ICT equipment
- Laptops onsite must be kept onsite unless the owner (Laura Yates) has given permission and there is no confidential information

Internet access

- Children do not have access to the internet and never have unsupervised access to computers/iPads.
- 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.
- 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.

- 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.
- When a member of staff wishes to share something on the internet with their group of children, the member of staff must make a permission slip for parents to sign and state what their child will be watching on the internet. The designated person must check this site is child friendly.
- 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

- 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 their 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 securely in the office (in the mobile device tin) until the parent collects them at the end of the session.

Mobile phones – staff and visitors

- Personal mobile phones are not used by any staff in any of the rooms during working hours. They will be stored in a securely locked box located within the office.
- Staff may use their mobile phones in the staff room during their lunch breaks or before and after their shift starts/ ends.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the area manager or owner (Laura Yates/ Astone Richardson)
- 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.
- Staff must not take their personal mobiles on trips/ outings. A member of our leadership team may take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls/ messages, or take photographs of children. They must ensure their phone is fully charged and there is a back up Sandy Bears mobile.
- Parents and visitors are informed not to use their mobile phones whilst on the premises. Clear signs of 'no phone zone' are displayed at entrances.
- Our setting has a mobile phone which is used to text message parents and upload photographs onto our social media business site. When photographs have been taken on the device, the appropriate photographs must be uploaded to the business page and then deleted, before the mobile device leaves

the setting. This mobile phone must not be used for personal internet access or personal calls/ text messages/ emails.

- Emergency contact details for children are stored securely onto our family app. In the event of a fire- we take a device with us and log onto the app.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings 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 the manager.
- 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, for example, ensuring children cannot be identified by name.

Social media

- Staff must manage their personal security settings to ensure that their information is only available to people they choose to share information with. i.e personal facebook accounts as private and pictures as private.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct. An exception to this is if parent happens to be a member of staffs relative.
- 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 must not use negative comments or language which is 'hinting' or aimed at their working day/ life.
- Staff observe confidentiality and refrain from discussing any issues relating to work on social media.
- 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 and owner 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. If it is in relation to a social networking site, it is usually at the best interest of the staff, organisation and parent to 'delete' the parent as a 'friend' while the child is in the care of the setting. A parent/ carer should not have any member of staff(s) personal mobile phone number unless they have this through babysitting. Text messages about babysitting must only be exchanged, if the parent begins to discuss other topics, the staff member must explain they cannot discuss other subjects over text. This must be reported to management.
- Babysitting a child from our setting must be checked with Laura Yates. This staff member must explain to the parents, babysitting is a service which is outside of work hours and the service is between them

and the member of staff and has no connection to Sandy Bears. Even though it is outside of work hours, staff must remain professional at all times as they are still on a personal level representing the setting.

Staff ipads, tablets/ electronical devices- for learning opportunities

- *Staff may bring in their own tablet, ipad or electronical device to access and record childrens learning in the rooms and on the premises if this device has been checked by Atone Richardson (e safety officer) Astone will then ensure the device has been 'logged' on the device sign in sheet. This must then be kept on the premises until permission is given for the item to be removed. When this device is leaving the premises (with permission), the device is then cleared by Astone and then 'signed out'. This process is then repeated if the device was to be used in the setting again.*
- *They must share their log in details with the designated person and owner of Sandy Bears Nursery.*
- *The designated person must check the device is suitable and secure. They must search the device and check it is only used for tracking and logging childrens development. This must not be used for personal use once logged in.*
- *This device must always be kept on the premises. If the member of staff wishes to take it home (to no longer use at Sandy Bears) They must get this checked and signed out by the designated online safety coordinator.*
- *The staff devices and room tablets must be kept in the office in the black lockable box, room leaders and staff ensure these are put away at the end of every day. Management can then monitor these.*

Electronic learning journals for recording children's progress

- 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 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

Sandy Bears Nursery + Pre school
Cholmondeley

On

January 2019

Date to be reviewed

January 2020

Signed on behalf of the provider

H Edwards

Name of signatory

Harriet Edwards

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

Site Manager

Other useful Pre-school Learning Alliance publications

Working together to Safeguard Children (2018)

Employee Handbook (2012)