



Stanmore Baptist Preschool

1 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 person responsible for co-ordinating action taken to protect children is:

[Alison Theobald and Jackie Barnes](#) (co-managers)

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children during operational hours. The co-managers will get their computers checked with the church electrical equipment.
- 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 do not normally have access to the internet and never have unsupervised access.
- 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 0800 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 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 our locker until the parent collects them at the end of the session.

Mobile phones – Staff and visitors

- Personal mobile phones belonging to our staff and volunteers are placed in a basket out of the reach of the children during the session. The co- managers will carry their work mobiles throughout the session for parents to contact them. These mobiles do not have cameras or internet connection.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the co- managers.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- Members of staff or volunteers can take their own mobile phones on outings but the staff member in charge will carry all phones, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.

- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises, these can be placed with the staff phones. Visitors who need to use their phone will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras, videos and smart watches

- Our staff and volunteers must not bring their own cameras or video recorders 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 whilst children are present.
 - Photographs or recordings of children are only taken on equipment belonging to the setting.
 - Camera and video use is monitored by our co-managers.
 - Parents are reminded not to use any photos taken at special events on social media sites if other children are in them
 - Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form). If parents DO NOT wish for their child to be photographed or filmed they must inform the manager in writing.
 - Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions must be disabled when staff are with the children.
- Staff use of mobile phones and wearable devices during their working day should be:
- Appropriate only during break
 - In keeping with professional responsibilities and expectations.
 - An exception in circumstances agreed with the Designated Safeguarding Lead, SENCo or co-managers in advance.

(Ref: 11/23)