



E-Safety Policy (including cameras, mobile phones & recording devices)

Policy statement

At the Little Pennies 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.

To ensure the safety and welfare of children in our care we operate an E-safety policy to include use of the internet and our Tapestry online learning journals. This policy includes the use of cameras, mobile phones and recording devices in order to protect children, protect staff from allegations and to maintain high standards of care within the pre-school.

Our designated persons (manager/deputy) for E-Safety are Ruth Meaden and Becky Wallworth. Together they have overall responsibility for ensuring the online safety (including the use of mobile phones & cameras) of all staff, volunteers and members of the group. The E-safety designated persons should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff or volunteer (see flow chart). They are responsible for ensuring that all staff/volunteers receive suitable training and are aware of the settings policies and procedures. They will also ensure that online safety policies are regularly reviewed and updated.

Procedures

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.
- All computers, Ipads and Tapestry accounts are password protected. Passwords are changed termly.

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 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 unless they are relevant to their work.
- Staff do not access personal or work email whilst supervising children.
- Staff send personal information by encrypted email wherever possible, 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 a locked drawer until the parent collects them at the end of the session.

Mobile phones – staff, students, volunteers and visitors

- Personal mobile phones are not used by our staff, students and volunteers on the premises during working hours. They will be stored in the office at all times.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager. These calls should be made or received in the office after ensuring that appropriate staff-child ratios are still in place.
- Staff members, students and volunteers may access their personal devices whilst off-duty for example before the start of, or at the end of the session and only when all children have left the building.
- 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.
- We recognise that staff escorting children on an outing need to have access to a mobile

phone to maintain contact with the setting and for use in case of an emergency. The pre-school has a mobile phone which should be used, however staff may use their own mobile phones in cases of emergency and only with the Managers permission. The use of this should never distract from the supervision of the children and should not be used for taking photographs.

- 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. Signs are clearly visible around the setting, stating that mobile phones are prohibited.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos

- Children will only be photographed or recorded if parental consent has been obtained.
- Parents/carers will be made aware of this policy, and permission given on the Registration Form. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs at The Little Pennies pre-school.
- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting. Children will only be photographed and recorded by the use of a camera, ipad or recording device that belongs to the pre-school.
- The pre-school camera will be stored in a locked drawer in the office outside of pre-school hours.
- All computers and ipads are password protected and can be inspected anytime, without notice, by the Manager and another witness. Any photographs not required will be deleted.
- 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.
- Photographs will only be taken of children during normal pre-school activities. Cameras, mobile phones, ipads or other recording devices will never be taken into toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed.
- Photographs may be taken and included in a child's learning journey or may be printed and displayed within the pre-school. Photographs that are stored on the pre-school computer or on pre-school ipads will be deleted immediately after printing or uploading to the Tapestry Learning Journal. Permission for storing elsewhere will be given and noted 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 or through being photographed in a sweatshirt with the name of their setting on it.

- Only members of The Little Pennies pre-school staff who have an Enhanced DBS (disclosure and barring) are permitted to take photographs within the pre-school. Parent helpers, volunteers and other visitors are not permitted to take photographs during pre-school sessions unless instructed to do so by the Manager.

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.

Electronic learning journals for recording children's progress

- Managers seek permission from the committee prior to using any online learning journal. 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).

Staff should :

- Ensure they are familiar with the settings E-safety policy and procedures to be followed in the event of an online safety incident taking place.
- Ensure that they have read, understood and signed the Staff/Volunteer Acceptable Use Policy (AUP).
- Report any suspected misuse or problem to the relevant person (Ruth Meaden or Becky Wallworth), particularly where it is believed that a child's welfare is at risk.
- They are aware of online safety issues particularly those related to the use of mobile phones, cameras and handheld devices including ipads for Tapestry, and that they monitor their use and implement the group policies with regard to these devices.
- When using social networking sites such as Facebook, staff must remember that they are in a professional position and are responsible for the care and education of

children.

- Behave appropriately when on the internet and should not discuss their work or any persons connected with their work.
- Ensure all electronic communication with, parents, carers, staff and others is compatible with their professional role and in line with the policies of the setting.
- Not share work related information whether written or pictorial in any way or talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Ensure that there is no mention of the setting, names of staff, committee members or attending children or their families.
- Not encourage parents as friends on social networking sites.
- Not put online any text, image, sound or video that could upset or offend anyone connected to the setting, member of the community or be incompatible with their professional role.
- Only take images of children and /or staff for professional purposes, in accordance with the setting policy and using the setting's equipment. They should also ensure that the parent/carer of any child has given written consent.
- Not upload any photos of other staff, or children and their families on any site other than Tapestry (except for nominated individuals who may upload such photos onto the pre-school website after gaining written permission from the staff or parent/carer)
- Make sure that all photos placed on the pre-school website or Tapestry should portray those shown in a positive context.
- Respect the privacy and the feelings of others.
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Not engage in activities on the internet (whether in work or outside) which may bring the setting or its associated employees into disrepute.
- Have a duty to report any online safety incident which may impact on them, their professionalism or the organisation.

All staff understand their responsibilities under the General Data protection Regulations and the circumstances under which they may record, process and share information about you and your child.

Any communications or content published, that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal. Any staff member who does not comply with this policy will be dealt with in line with the pre-school grievance and disciplinary procedures (see staffing policy).

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/

Please see the following policies for more information:

- Safeguarding policy
- Acceptable use policy
- Privacy notice

- Information sharing
- Confidentiality and client access to records

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)