

St Gabriel's Pre-school

E-Safety & Social Networking Policy



1.6 Online safety (inc. mobile phones and cameras)

Safety of all children at St Gabriel's is paramount, all practitioners, students, volunteers and visitors personal phones or digital devices must be handed into the office on arrival at setting.

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:

The Pre-school Leader S. Symes

The 2nd named Designated Pre-school Safeguarding (J. Lester) and the Church Parish Safeguarding Officer (A Johnson) are also responsible to support and uphold this Policy

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 do not normally have direct access to the internet and never have unsupervised access.
- If staff accesses the internet with children for the purposes of promoting their learning, written permission has previously been granted from parents/carers when completing the Pre-school Registration Form, and they have been 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.

Internet access cont'd

- 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.
- Staffs 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 online is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated person ensures staff's 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.
- Staffs do not access personal or work email whilst supervising children.

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 the Office area until the parent/carer collects them at the end of the session.

Mobile phones – staff and visitors

- Personal mobile phones are not used by our staff on the premises during working hours. They will be handed in at the office on arrival, away from any area used by the children and stored in a box in the Office.
- Staff may use their mobile phones on designated breaks and in an area away from children.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the Pre-school Leader.
- 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.
- 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, on the Pre-school Website or the Pre-school Facebook page with written permission received by parents/carers (see the Registration form). Such use is monitored by the Pre-school Leader.
- Permission from parents/ carers will be obtained and documented before any images of their child/ren are recorded.
- 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 has been sought through the settings Registration Form given and Safeguarding risks minimised. Children's full names should not be used anywhere in the settings displays
- Staffs need to be vigilant when taking digital/ video images of the children to ensure that the children are appropriately dressed.

Any images taken of setting or the children will be downloaded on the settings computer, and the settings equipment used.

Social media: (as per our Staff Code of Conduct Policy)

- 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 Pre-school Leader prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed. Online activities with personal family members who are current users of setting, must maintain a transparent and professional conduct at all times.
- Practitioners, students, volunteers, committee members or registered bodies etc. Should not put details of their work on any Social Networking site.
- Practitioners, students, volunteers, committee members or registered bodies etc. Should not engage in any online activity that may compromise their professional responsibilities

- Photographs, names of, or comments about children within the setting must never be placed on any social networking site.
- Any staff members during own time at any time during work hours, including designated breaks using social network sites must be open to security and all communications should be transparent.

Electronic learning journals for recording children's progress

- The Pre-school Leader oversees the online records of the Pre-school children through the programme *TAPESTRY*. Staff therefore seek permission from the Pre-school Leader 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. Parental input to their child's records is linked via an individual email and password
- Staff adhere to the guidance provided with the system at all times.

Use and/or distribution of inappropriate images : (as per our Staff Code of Conduct Policy)

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/

Legal Framework:

Primary legislation

- Children Act (1989 s47)
- Safeguarding Vulnerable Groups Act (2006)
- POVA

The Children Act (Every Child Matters) (2004)
Protection of Children Act (1999)
Data Protection Act (1998)

This policy was adopted by

St Gabriel's Pre-school

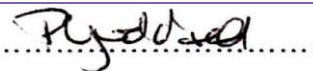
On

Apr 2017

Date to be reviewed

Apr 2018

Signed on behalf of the provider



Name of signatory

Rev'd Pam Goddard

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

Chair

Other useful Pre-school Learning Alliance publications

Safeguarding Children (2013)

Employee Handbook (2012)