



Spinney Pre-School E-Safety including Use of Computers and Electronic Communication Devices

Safeguarding and Welfare Requirement: 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.

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks. The issues are:

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

- The Supervisor ensures that all computers have up-to-date virus protection installed.
- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's diaries.
- Tablets remain on the premises and are stored securely at all times when not in use.
- Staff follow the additional guidance provided with the system

Internet access

- Children never have unsupervised access to the internet.
- The Supervisor ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- 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.

The Supervisor ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

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 mobile phones, cameras in the setting and also with regard to use of other forms of electronic communication devices.

Mobile phones

The use of mobile phones, iPads, tablets and similar devices could expose children in the setting's care to potential risk and could distract people from full supervision and interaction with the children as well as portraying an unprofessional image to parents and visitors and therefore the following rules on the use of mobile phones and similar devices will apply:

- The use of mobile phones and similar devices whilst on duty within the childcare environment is strictly forbidden
- Staff must ensure that personal mobile phones are not carried about their person during working hours.
- At the beginning of each shift session, staff members personal mobile phones must be stored in our filing cabinet.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Using a mobile phone to take pictures or video clips of children is not allowed, unless it is the Pre Schools phone to be used for our closed Facebook account.
- Where trips are taken outside of the setting and a mobile phone is not provided by the setting, staff may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings book and employees are reimbursed for any use associated with the trip accordingly. This phone **cannot** be used for taking photographs. They must not make or receive personal calls as this will distract them. - Parents and visitors are requested not to use their mobile phones whilst on the premises. There is 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 there are no children present.

It is illegal for a person driving a motor vehicle on a road to use a hand-held mobile phone. Accordingly, the early years setting forbids employees to use such phones whilst driving on company business. The use of hands-free equipment is not recommended as evidence suggests that concentration may still be reduced.

Employees who are driving a vehicle, must not make or receive a call on a hand-held mobile phone unless safely and legally parked. It is also important that employees are not contacted if you know they may be driving.

The early years setting encourages employees to allow their phone to take messages and then respond to them when safely parked.

Camera and video phones

Camera and video phones and their use in the setting, especially to photograph children in the setting, are subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted.

The setting will make appropriate arrangements for photographs to be taken, when necessary, and ensure that permission is obtained from the parent/carer to comply with the Data Protection Act. The following will apply to the use of cameras and videos:

- Members of staff 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.

- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting Supervisor.
- Where Parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so and this will be kept on the child's individual registration form.

Photography

Photographs are an important tool to evidence the development and learning of the children and provide a valuable record of the child's time at the setting; however they need to be taken safely. The following guidelines should be adhered to:

- Pictures can only be taken with the signed permission of the child's Parent/Carer
- Pictures can only be taken with the setting's camera/mobile phone/Ipad.
- Pictures should only be stored on the setting's computer.

Use of computers, internet and e-mails

The early years setting encourages its employees to use e-mail and the internet at work where this can save time and expense. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent.

If you are unsure about whether something you propose to do might breach this e-mail and internet guidance, then you should seek advice from the Supervisor.

The following are examples of inappropriate use of the internet and email:

- Sending or receiving, downloading or disseminating material that causes insults, offence or harasses others
- Accessing pornographic, racist or other inappropriate or unlawful material
- Engaging in online chat rooms or gambling
- Forwarding electronic chain letters or similar materials
- Transmitting unauthorised confidential information about the children, families or the organisation
- Downloading or playing computer games
- Copying or downloading software.

We are aware that extremists use the internet, including social media to share their messages therefore if staff finds any extremist content, they must report it to the manager immediately who will deal with it as a safeguarding issue in line with the Safeguarding Policy and the Prevent Duty requirements.

Security of Electronic Devices

- All electronic devices, such as computers, the Pre School mobile phone, laptops, iPad, tablets will be password protected.
- All electronic devices will be securely locked away when not in use.
- If there is a security breach, such as loss or theft of equipment, then Ofsted and ICO will be notified. ICO Guidance on data security breach management will be followed.

Social networking websites

The early years setting respects an employee's right to a private life. However, the early years setting must also ensure that confidentiality and its reputation are protected. Therefore when visiting social networking sites these rules should be followed:

- Do not mention the early year's setting by name or any aspect of the setting;
- Under no circumstances should the children that you care for be mentioned;
- Refrain from identifying yourselves as working for the early years setting;
- No photographs of staff taken within the setting should on any social networking site;
- Ensure that you do not conduct yourself in a way that is detrimental to the early years setting;
- Be aware that any inappropriate images on your site may place your professional persona in jeopardy; and
- Take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting.
- Pre School has a closed Facebook account and is administered by both the Pre School Supervisor and her Deputies. These accounts are for Parents/Carers and extended family members only. Once the child has left the setting the family members are then removed from the groups.

Personal blogs

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of the early years setting's confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 2018.

Cyber bullying

The early years setting is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. The early years setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

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: 0800 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Monitoring

The early years setting reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. The early years setting also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The early years setting also reserves the right to retrieve the contents of any employee communication in these systems.

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 Safeguarding Designated Lead who will follow the correct procedure.

This process is in place to maintain the integrity of the early years setting's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

This Policy was adopted at a meeting of the Pre-School held on (date)_____

Signed on behalf of the Pre-School_____