



### **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 and E-Safety (inc. mobile phones, smart watches and cameras)**

#### **Policy statement**

E-Safety operates under the umbrella of the Safeguarding Policy in regard to electronic communications of all types.

Computer skills are vital to accessing lifelong learning and employment and it is important for children to learn to be e-safe from an early age. Effective use of the internet is becoming an essential skill, whereas unmediated internet access poses the risk to children of being placed in embarrassing, inappropriate and dangerous situations. We have a duty to ensure that children in pre-school are not exposed to inappropriate information or materials. We commit to providing children with the safest internet environment possible, to begin to teach them to be aware of the possible risks and to support families in the promotion of safe internet access at home.

The internet is also used to support the professional work of the staff in the administration and running of the pre-school as well as in the creation and maintenance of children's learning journeys.

#### **Procedures**

- Our designated person responsible for co-ordinating action taken to protect children is:  
Vikki Hart

#### **Staff/ Internal procedures:**

- Children's internet access will be tailored for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning. Children never have unsupervised access to the internet.
- 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.
  
- Staff will ensure that the appropriate filters are applied and maintained on their laptops, these will be cleared of history and stored data each term (Autumn, Spring, Summer) by management. If unsuitable sites have been accessed on any of the pre-school laptops it must be reported to the Manager so that the filters can be checked and reviewed.
- All iPads are pin code protected to allow access to camera function only, the Manager will have access to the pin code.
- Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet material by staff or children complies with copyright law.
- The taking of photos or videos on personal mobile phones or similar small devices is not allowed anywhere in the pre-school.
- Pre-school tablets will be used by staff to take photos, video and audio clips of the children for their learning journeys and for displays within the pre-school.
- Any member of staff using laptops or tablets must adhere to the e-safety policy in all matters relating to the pre-school, whether on or off-site.
- Parents' attention will be drawn to this policy. If any parent needs advice about using the online learning journey system or about keeping children safe on the internet at home, we would be happy to offer that.
- Any e-safety incident which occurs in relation to the pre-school must be reported to the Trustees and Manager.
- Complaints about the appropriate use of the internet or other technologies will be handled through our normal complaints procedure.

### ***Internet access***



- Children do not normally have access to the internet and never have unsupervised access.
- Written permission is gained from parents to allow staff to access the internet with children for the purposes of promoting their learning.
- 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.



- Staff will 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 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](http://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](http://www.ceop.police.uk).
- 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](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://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.



### ***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 locked cabinet in the office until the parent collects them at the end of the session.

### ***Mobile phones – staff and visitors***

- All Mobile phones are stored a locker in the office.
- Personal mobile phones are not permitted to be used within the pre-school other than the office when children are attending the setting. The locker room or kitchen may be used with manager prior approval.
- 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.
- Members of staff will not use their personal mobile phones for taking photographs of children at any time.
- 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 and are stored in a locker in the Office. 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.



### **Smartwatches/Fitness trackers**

- Staff are permitted to wear smartwatches or a fitness tracker, on the basis these devices do not have an in-built camera. We advocate health and well-being of our staff and understand that these devices can be used to record daily physical activity, together with other data relating to fitness or health, such as the number of calories burned, heart rate, etc. Smartwatches and some fitness trackers have the ability to show notifications of calls and texts, but this feature must be turned off when worn by staff working directly with children. This will be monitored by the manager.

*If staff are wearing a smartwatch or fitness tracker at nursery then they must adhere to the following:*

1. All functionality which allow notifications or calls, texts and applications other than that associated with tracking personal fitness or health must be turned off at the start of each session.
2. Smartwatches or fitness trackers with a camera (video or picture) functionality are not permitted to be used or worn in the school.
3. It is staff's responsibility to confirm with the Pre School Manager that the type of device is suitable to be worn at school and this is to be recorded on the 'Record of staff wearing a smartwatch or fitness tracker' kept in the office.
4. Staff must read this policy and sign to say that they understand their responsibilities under this policy.
5. Managers or DSL must conduct regular and unannounced checks on staff devices to check staff are adhering to the points in this policy
6. Staff must follow the whistleblowing procedure should they have concerns relating to staff not following this policy.



### **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 Early Years Passport). 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.
- Photographs may be used by the preschool in marketing materials (website, posters, brochures, leaflets etc.). We will only use these photographs in accordance with the parents' completed permission, found on the consent forms and Tapestry consent form, both completed at registration.
- If photographs of children are used for publicity purposes, safeguarding risks must be minimised, for example, ensuring children cannot be identified by name.

### **Staff/ Internal website procedures:**

- Children's personal information will not be published on the internet.
- Children's full names will not be used anywhere on the pre-school website.
- Photographs of staff and children will be published on our website in accordance with staff and parents' permission. Written permission will be required from parents/carers before each child starts Ladybirds Pre School and their wishes should be followed at all times.



### **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.

### **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 online is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

### **External/ Visitor procedures:**

- 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. Parents and visitors will






be advised of a quiet space where they can use their mobile phone, where there are no children present.

- 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. Parents will be informed that photos taken at these events which include other children in the frame are not to be shared on social media. Any photographs posted on social media sites must only include the parent's child and all other children must be cropped out or blurred. If we discover any breaches of other families' privacy on social media sites we will ask that these photos are removed.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Consent Form and Tapestry consent form, both completed at enrolment). For the purposes of recording children's learning and development, photographs, videos and audio clips are taken on preschool tablets and stored on Tapestry's secure server to be shared with the child's parents.

### 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/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

This policy was adopted by	Ladybirds Pre School	(name of provider)
On	<u>20<sup>th</sup> October 2022</u>	(date)
Signed on behalf of the provider		
Name of signatory	<u>Gerard O'Neill</u>	
Role of signatory (e.g. chair, director or owner)	<u>Trustee</u>	