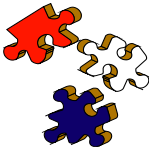


# E-SAFETY (INCLUDING ALL ELECTRONIC DEVICES WITH INTERNET CAPACITY)



Long Bennington Pre-School  
Registered Charity: 1157300

## **Safeguarding and Welfare Requirement: Child Protection**

3.4. The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and 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.

Long Bennington Pre-school 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.

We recognise that mobile phones have a place in settings, especially those without a landline- such as us, and on trips and outings. They are often the only means of contact available and can be helpful in ensuring the children are kept safe.

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

## **Procedures**

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

[Julie Knapton Butler](#)

## **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 or are not connected to the internet
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.
- Tablets are used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys.
- Tablets can be used for research with the children when they have shown curiosity or interest in certain subjects such as looking up videos of volcanos when they have been talking about them. These moments will be supervised by an adult.

- Tablets and laptops are stored securely when not in use.

### **Internet access**

- Children never have unsupervised access to the internet.
- 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.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are only accessed by an adult, such as watching Joe Wicks workout videos or Cosmic Yoga sessions and checked and cleared of adverts before session begins.
- Children are taught the following stay safe principles in an age-appropriate way prior to using the internet;
  - only go online with a grown up
  - be kind online
  - 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 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.
- 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](http://www.iwf.org.uk).
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

### **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 on the window ledge until the parent collects them at the end of the session.

### **Pre-school's Mobile phone**

Long Bennington Pre-school does not have a landline and so any telephone contact is done using a mobile phone. To maximise safeguarding the following applies:

- All contacts will be deleted when a child leaves the setting
- During opening hours the mobile phone is situated on the window sill at all times in full view or in the emergency 'grab bag'

- The mobile phone is switched off and stored in a locked cupboard at the end of each session
- During holiday periods the mobile phone is taken home by the manager in case of enquiries

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

Long Bennington Pre-school recognises that the staff may need to be contacted during their working hours or indeed make a phone call. To ensure that the safety of the children remains paramount the following applies:

- Personal mobile phones are kept on the window sill in full view or in the Pre-school emergency 'grab bag'
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- 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.
- Staff may not carry or use their personal mobile phones whilst working in the setting, however in the event of an emergency staff must first get permission from the manager to make/receive a phone call, this will be granted providing that it does not distract from meeting the needs of the children
- Staff members are not permitted to use their mobile phone to take pictures or recordings of the children (a breach of this may result in disciplinary action)
- 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.
- If a member of staff witnesses any use of a mobile phone that they feel is inappropriate they will inform the manager immediately
- All mobile phones are strictly prohibited within the toilets and nappy changing area (disabled toilet)

### **Cameras and videos**

Long Bennington Pre-school recognises that the use of cameras plays a vital role in recording and assessing the children's progress. All staff are issued with a tablet to assist them with recording their 'key children's' development.

- 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 Registration form). 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.
- 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.
- All tablets are password protected and are kept on the premises overnight (in locked office or cupboard) as much as reasonably possible.
- All photos are deleted from tablets as soon as they have been uploaded to Tapestry learning journals.
- Children have access to child friendly digital cameras, any photos that are taken by the children will be either downloaded or deleted at the end of each session
- Cameras and any other recording device are strictly prohibited from the toilets and nappy changing area.

### **Cyber Bullying**

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: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

### **Use of 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.
- ensure the organisation is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- 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.
- set privacy settings to personal social networking and restrict those who are able to access
- 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 senior management team 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 and that it is an offence to groom children online. In the event of a concern that a colleague or other person is behaving inappropriately, staff advise the designated person who follows the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse.

### **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/)