

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.

1.6 Online safety (inc. mobile phones and cameras)

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 (manager/deputy) responsible for co-ordinating action taken to protect children is:

Susan Gibbons (Manager) and Terena Cottell (Deputy Manager)

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 access to the internet and never have unsupervised access.
- 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.
- 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.

- 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.
- Staff do not access personal or work email whilst supervising children.
- The Manager send personal information by encrypted email and share information securely at all times.

Mobile phones – children

- Children do not bring mobile phones with them to the setting. If a child is found to have a mobile phone with them, this is removed and stored in the office until the parent collects them at the end of the session.
- ICT devices may be permitted, at the discretion of the management, for a specific learning need. (These will be made secure and unable to connect to the internet).

Mobile phones – staff and visitors

- Personal mobile phones are not used by staff on the premises during working hours. They will be switched off and locked away.
- 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.
- On outings staff use the preschool mobile phone in case of emergencies. This mobile has no photo taking facility.
- Parents and visitors are requested to leave their mobile phones in the office whilst on the premises and are made aware of our 'empty pocket' 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 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.

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 who are friends with parents prior to the child starting preschool or who accept parents as friends, must do so with the understanding that they observe the following statements :-
 - 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.
 - If a practitioner and family are friendly this information is shared with the manager and a conflict of interest is declared and an agreement in relation to boundaries is agreed.
- The management reserve the right to monitor social media usage by staff.

Electronic learning journals for recording children's progress

- The Manager administers the on-line journal system and ensures privacy settings are in place.
- Parents have access only to their own child's journal by means of a password.
- 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).

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/

This policy was adopted by _____ (name of provider)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

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