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

The Trinket Box 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 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:

Natalie Sole

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 electrical equipment is PAT tested.
- 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 free access to the internet, they can only use particular websites which have been selected by staff, such as CBeebies.
- Staff may access the internet with children for the purposes of promoting their learning, written permission is gained from parents on the enrolment form.
- 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.

- 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
- The designated person ensures staff 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.
- 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 in [lockers or a locked drawer] until the parent collects them at the end of the session.

Personal mobile phones

- Personal mobile phones belonging to members of staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the staff coatpeg area of the utility room.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, such as in the office with permission from the Manager.
- Members of staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls.

- Members of staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises, unless we are holding an event where they may use their phones to take photographs (see below). 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 there are no children present or they are asked to step outside of the building.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos

- Members of staff and volunteers 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 (see the Registration form). Such use is monitored by the manager.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the Manager.
- 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 are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children, including to any social networking sites.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- 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.

Social media (staff)

- 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 – staff sign an agreement.
- 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.

Social media (parents)

- Parents will demonstrate courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites
- Parents will use appropriate language when discussing preschool
- Parents will address any issues or concerns regarding preschool, directly with the Manager, member of staff or committee rather than posting them on social media
- Parents will not use social network sites to make derogatory comments or post photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the management team, committee, local authority or the wider community
- Parents will not post photographs of children, other than their own, on social network sites without prior permission from the parent/carer

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 is approved by the Committee and reviewed annually

Other useful Pre-school Learning Alliance publications

Safeguarding Children (2013)

Employee Handbook (2012)