

## 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.



## 7. Online safety (inc. mobile phones and cameras)

### Ducklings pre-school 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 pre-school.

### Procedures

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

### *Information Communication Technology (ICT) equipment*

- Only ICT equipment belonging to the pre-school is used by the children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

### *Internet access*

- If staff access the internet with children for the purposes of promoting their learning, permission is gained from parents who are shown this policy.
- 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 person 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](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).
- 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](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 pre-school. Staff are not normally permitted to use pre-school equipment to access personal emails whilst on the premises during working hours.
- 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 real working mobile phones or other ICT devices with them to the pre-school. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in a locked drawer until the parent collects them at the end of the session.

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

- Personal mobile phones are not used by our staff on the premises during working hours. They are stored in lockers up in the staff room.
- In an emergency, personal mobile phones may be used in the privacy of the office where there are no children present, with permission from the supervisor.
- Our staff and volunteers ensure that the pre-school's telephone number is known to family and other people who may need to contact them in an emergency.
- 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.

### *Cameras and videos*

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the pre-school.
- Photographs and recordings of children are only taken for valid reasons - to record their learning and development, or for displays within the pre-school, with written permission received by parents (see the Registration form). Such use is monitored by the supervisor.
- 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, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of the pre-school on it.
- At certain times of the year, we have open events, such as a Christmas party and End of year party. We also go on outings including walks around the local community and to places such as The Discovery Centre and Boydell's Farm. During open events and outings, other family members may attend in addition to the parents.
- Parents have the option of allowing their children to attend a pre-school organised open event and outings or not.
- If a child attends such an event, the parents must accept that it is impossible for the pre-school to ensure that this policy is strictly adhered to by everybody.
- With modern technology and high-tech gadgets, imagery recording can be made on mobile phones and without the use of an obvious looking camera, and may also be taken from a long distance, and therefore the pre-school may not aware that a recording is taking place.
- We respect the wishes of parents regarding recording and use of images of their child. Photographs and recordings of children are only taken if there is written permission to do so (found on the child's registration form).

### *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 new service users, children and parents as friends due to it being a breach of expected professional conduct.
- In the event that staff name Ducklings pre-school 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 supervisor.
- Staff should avoid if possible 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 pre-school, this information is shared with the supervisor prior to a child attending and an 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, Young People and Vulnerable Adults policy (2), 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](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course)

This Online safety (inc. mobile phones and cameras) policy was adopted by	NGCA Ducklings pre-school
On	21 <sup>st</sup> September 2020
Date to be reviewed	20 <sup>th</sup> September 2021
Signed on behalf of the management committee	
Name of signatory	Tina Cassidy
Role of signatory	Chairperson