**1.7 Online safety and standards**

(Inc. Mobile phones, Smart watches, tablets 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**

The setting manager is responsible for coordinating action taken in their settings to protect children:

**Woolston Preschool – Gemma Woodward**

**Information Communication Technology (ICT) equipment**

* Only tablets belonging to the setting are to be used by staff and children.
* Staff may bring their own computers in when it is their keyworker time but they must be used in the office, kitchen or another designated space set by the setting manager.
* The setting manager is responsible for ensuring all ICT equipment is safe and fit for purpose.
* All computers must have virus protection installed.
* All computers must have passwords set.
* The setting manager ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

**Internet access**

* The manager has overall responsibility for ensuring that children and young people are safeguarded and risk assessments carried out when appropriate .
* Children are taught stay safe principles in an age appropriate way when using the internet
* If a second-hand computer is purchased or donated to the setting, the setting manager will ensure that this is restored back to factory settings before the children are able to 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 Police.

## 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 cyberbullying, they discuss this with the child’s parents and seek further support and guidance from the children’s resource service on the next steps to take.

## **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 unless on their own personal devices.

## Staff do not access personal or work email whilst supervising children.

## Staff send any personal information to the local authority by an encrypted email system set up by them to ensure the information is secure 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 into the office until the parent/carer collects them at the end of the session.

**Mobile phones – staff and visitors**

* Each setting manager has a work mobile phone which has all the children’s emergency contact details in.
* Personal mobile phones are not used by our staff in the preschool or around children during working hours. They are stored in baskets in the office.
* 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 numbers are known to family and other people who may need to contact them in an emergency.
* Our preschool mobile is taken out of the setting when the children go on adventures as this has all children’s contact information stored on,
* 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.

**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 setting managers.
* 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.
* Parent/carers are permitted to take photographs of their children at special pre-school events such as parties and parades when appropriate, to which the parents are invited. On such occasions staff will make it clear that photographs are to be taken for the parents own personal use and are not to be posted on any social networking sites such as Facebook.
* If photographs of children are being used for publicity purposes, the parent will be shown the photo and extra permission will be asked making sure the parents are aware of where the picture will be and for how long it will be shared for ie a poster or a social media post that may only last a month.

**Social media**

* Woolston Preschool respects employees’ right to a private life. However, we must also ensure that confidentiality and our reputation are protected. If you use social networking websites, we require you to:
* Ensure that you do not conduct yourself in a way that is detrimental to the early years setting
* Take care not to allow your interaction on these networks to damage working relationships between employees and service users of the early years setting.
* 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 any new service users, children and parents as friends due to it being a breach of expected professional conduct. An exception to this is if you are already friends before they start.
* 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 they may have to the DSL (Designated Safeguarding Lead).

**Facebook and other social networking sites**

* Preschool maintains 2 Facebook pages

**A public page called Woolston Pre-School and a closed facebook page called Woolston Preschool Parents group**

* Each setting has one like page that is open to the public and another group that is private to only attending parents and managed by the manager and deputy.
* All members of staff are permitted to add comments.
* The manager and deputy of the setting are able to delete comments and posts if and when they feel this is appropriate.
* Photographs may be posted on the page providing parents have given their consent for their child to be on social media. In some instances parents don't wish for them to be on the like page but are happy for them to be on the Parent group.
* We may use our Facebook pages to provide links to other carefully selected sites of interest to parents, for example, OFSTED, Ecat updates, Sure start sessions, Play schemes happening in the area.
* We use Facebook to communicate with parents and recognise that communication is a two-way process and positively welcome all contributions from parents. However, in order to safeguard our children, we recognise that confidentiality is of paramount importance. Given this we ask that parents who post comments do not refer directly or indirectly to children other than their own. We reserve the right to delete without notice any posting that does not comply with this.
* We also reserve the right to delete without notice any other comment made that we do not consider appropriate.
* The deleting of comments posted on our Facebook pages will be at the discretion of the managers and deputy managers who are the only staff permitted to delete comments.
* Given the paramount importance of confidentiality in the safeguarding of our children any member of staff who breaches confidentiality on the Facebook pages or any other social media platform may be subject to disciplinary proceedings according to the normal rules.
* Staff are permitted to post only messages that are appropriate to the nature of our work and in furtherance of our aims and objectives to provide high quality care and education for preschool children. Facebook would not be an appropriate place for staff to place remarks criticising the pre-school, staff or working practices. Any inappropriate comments will be removed and staff may be subject to disciplinary proceedings according to the normal rules.
* Staff are not permitted to mention the pre-school in any public forum and are not permitted to mention where they work. Staff who breach this rule may be subject to disciplinary proceedings according to the normal rules.
* We recognise that Facebook is only an effective tool for communication with our parents if we update it regularly.
* We recognise that given the potentially sensitive nature of our work we need to regularly monitor the content of our Facebook pages. Given this we check our pages on a regular basis and will use this platform as a way to provide updates.
* We may not provide updates during the school holidays but will continue to monitor the pages.
* In order to maintain professional boundaries members of staff are advised not to become Facebook ‘friends’ with the parents and carers of children currently at the pre-school. However, we recognise that members of staff may be pre-existing friends with parents and carers and this is permitted.

**Personal blogs**

You are free to set up personal ‘blogs’ on the internet, provided that they do not breach the law; disclose any of the early years settings confidential information; breach copyright; defame the organisation or its suppliers, customers or employees; bring the organisation into disrepute; or disclose personal data or information about any individual that could breach the General Data Protection Regulation.

**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, Our 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).

**Cyberbullying**

We are committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Cyberbullying methods could include using text messages, mobile phone calls, social media messaging, the list is endless. Using any form of these methods to circulate photos or video clips or by posting comments on web sites, blogs or in chat rooms without their consent is unacceptable.

**Monitoring**

Woolston Preschool reserves the right to monitor any and all aspects of its electronic resources. This includes: data, email and voicemails, and other employer provided electronic storage systems. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of Woolston Preschool’s electronic systems, the rights of the other users, and to ensure compliance with our policies and obligations.

If you are unsure about whether something you propose to do might breach this guidance, then you should seek advice from your line manager.

**Copyright**

Under the provision of the Copyright, Designs and Patents Act (1988), the copyright of any material (whether written, graphic or in any other medium) which is created by you in the course of your employment with the early years setting, is the property of Woolston Preschool.

**Further guidance**

NSPCC and CEOP Keeping Children Safe Online training: [www.nspcc.org.uk/what-you-cando/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-cando/get-expert-training/keeping-children-safe-online-course/)

## This policy has incorporated our old: Camera use, Internet usage, Mobile phone and social media policies.

## This policy was adopted at a meeting of Woolston Community Pre-School on September 2021

**Last reviewed: January 2024**

**Name of signatory:**

**Role of committee:** Chair

Date

Signature

**Woolston Preschool manager and DSL**

Name **Gemma Woodward**

Date

Signature