



Safeguarding and Welfare Requirement: Child Protection

Wesley Pre-School Benfleet

Safeguarding and Welfare Requirement: Child Protection

If staff are not compliant with this policy disciplinary action will be taken.

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 people responsible for co-ordinating action taken to protect children:-
Debbie Ward - Manager, Clare Bradford – Manager, Claire Line - Safeguarding Officer/Senior Assistant,
Jo Norman - Senior Assistant

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the pre-school is used by staff / children.
- The designated people are responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed. All equipment is 'password protected'.
- The designated people ensure that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children may have access to learning via the internet, but will never have unsupervised access.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy. (addendum to registration 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 & 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.
- 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 a locked cupboard 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 will be stored in a locked cupboard.
- 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.
- 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, when visiting or supporting staff in other settings.

Pre-school mobile phone

- Preschool mobile must only be used by the Manager/Deputy. This is the only mobile contact for Parents/Carers; in addition to calls, they are sent information by text using this number. There is also a land-line that can be used for incoming calls.

Cameras / videos / Pre-school mobile phone

- 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.
- The three preschool cameras are used for photographing children. These images are uploaded to a secure, password protected computer and locked away at the end of each session. Cameras and memory cards are also stored in a locked cupboard.
Once a month the images are processed and printed; the electronic images are then deleted from the computer. These cameras have the facility to upload to social networking sites, but this facility has been disabled.
- We have a digital photo-frame to display images for the Parents/Carers/children, whilst they are waiting each day. The memory card is removed once all children have arrived each day.
- Preschool mobile must only be used by the Manager/Deputy. This phone may only be used to photograph images of activities / work created by the children.
At no time must a child be photographed using this mobile phone.
- 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 and must not upload photos of other children onto any social networking sites eg Facebook.
- 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 T-shirt with the name of our setting on it.

The above statements demonstrate that we have assessed the risks and taken measures to prevent inappropriate use of the mobile phone/cameras.

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 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.
- 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.

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/
- Wesley Pre-school – On-line Safety Guidance for Parents & Carers

This policy was adopted by	Wesley Pre-school, Benfleet
On	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the provider	_____
Name of signatory	Rosemarie Francis
Role of signatory (e.g. chair, director or owner)	Chair-person

Other useful Pre-school Learning Alliance publications

Safeguarding Children (2013)

Employee Handbook (2012)