



# Little Cherries

## Online safety (Inc. mobile phones and cameras)

### Policy statement

Little Cherries 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 persons (manager/deputy) responsible for co-ordinating action taken to protect children are:

Anita Yates and Dawn Sheehan

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### *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.
- 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.
- 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 e.g. only go on line with a grown up.
- 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.
- 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).

- 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 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 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 will be stored in lockers.
- 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.
- Little Cherries' mobile phone must only be used for work related matters.
- Little Cherries' mobile phone remains the property of the setting at all times and should not be taken off the premises when the setting is operating (with exception of visits and outings).

#### *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 on equipment belonging to the setting 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.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the Logging a Concern Form and Body Map must be used.
- Cameras and Technological Devices should only be used where 2 or more staff members are present.

- 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. Attention will be drawn to the Image Consent Form which indicates that; "...” photographs containing other children cannot be shared on Social Networking sites or displayed in a public place”..., that was signed during each child’s Registration Process. 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.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the Data Protection Act 1998 (DDA 1998) and using the Use of Images Consent 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.
- Staff, students or volunteers who ignore this policy and use a personal mobile phone camera or Technological Devices on the Little Cherries premises without permission may face disciplinary action.
- Where there is a suspicion that the material on a mobile phone or Technological Device may be unsuitable and provide evidence relating to a criminal offence, the ‘Allegations of Abuse’ process will be followed. (Please refer to the setting’s Safeguarding and Child Protection Policy.) This applies also to parents and visitors.
- Staff, students and volunteers remain responsible for their own property and will bear responsibility of any loss.

#### *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.

#### *Electronic learning journals for recording children’s progress*

- Managers seek permission from the committee prior to using any online learning journal. A risk assessment is completed with details on how the learning journal is managed to ensure children are safeguarded.
- 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/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

This policy was adopted by	Little Cherries Pre-school	
On	<u>27<sup>th</sup> March 2017</u>	(date)
Date to be reviewed	<u>March 2018</u>	(date)
Signed on behalf of the provider	<u>Jennie Peacock</u>	
Name of signatory	<u></u>	
Role of signatory (e.g. chair, director or owner)	<u>Chairperson</u>	

**Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2013)
- Employee Handbook (2012)

**Guidance for Staff:**

## PROFESSIONAL RESPONSIBILITIES WHEN USING ANY FORM OF ICT, INCLUDING THE INTERNET.

For your own protection we advise that you:

- Ensure that all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with our policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, images, sound or video that could upset or offend any member of the whole community or be incompatible with your professional role.
- Do not give out your own personal details, such as mobile phone number, personal e-mail addresses or social network details to children, parents, carers.
- Only take images of children and/or staff for professional purposes, in accordance with setting policy and with the knowledge of the manager.
- Ensure that your online activity, both in the setting and outside, will not bring our organisation or professional role into disrepute.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Where possible use Little Cherries systems and resources for all professional business. This includes our work email address, work mobile phone and work tablets.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or your setting.

Any staff member, volunteer or student found to be non-compliant with our policy may face disciplinary action.