

# Online Safety Policy

## Statement

Our pre-school regards ICT, digital and mobile technology as an important resource to support learning, teaching and personal and social development. This policy set out some guidelines for use to ensure that the resources are used safely and responsibly.

## Aims

That the internet and all I.C.T equipment is used appropriately and that the safeguarding of children is paramount in considering the use of such equipment. The pre-school currently has available to it two computers, both internet enabled, an interactive smart board for children's use, a mobile phone and 4 tablets for staff use.

## Procedures

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

AMANDA BURFORD

### 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.
- 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.
- When children are accessing the smart board an adult will supervise this at all times.

### INTERNET ACCESS

The internet can be used to support learning as well as for social and personal development and is regarded as a useful tool for pre-school staff, volunteers and children. We aim to ensure the safety of all users by:-

- 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.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

- 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.
- Children do not have access to the internet independently and never have unsupervised access. They are never allowed to access social networking sites within our Pre-school.
- 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.
- 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).
- Pre-school users understand that the use of its IT hardware and systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse act 1990.
- 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).

#### Pre-school Office use

- Use of the internet – all staff sign a declaration to confirm that their use of the internet will be responsible and that they will abide by the conditions therein.
- The pre-school e-mail address is for professional correspondence and is password protected.
- Correspondence will be written in a polite, respectful and non-abusive manner
- Any abuse or breaches of confidentiality by users is strictly forbidden.

#### 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.

#### Personal use

- Tisbury Pre-school recognizes that personal computers are used to create reports, policies and letters. Documents created will not be saved directly onto the personal computers but directly on to the pre-school memory sticks and deleted from personal documents.
- Staff using personal computers at home are made aware that they must be protected by secure passwords and that they must have spyware installed.

- Tisbury Pre-school recognizes that staff may hold personal social networking accounts. Any breaches of confidentiality by staff associated with the preschool is strictly forbidden. All suspected cases must be reported and the preschool will record all incidents and act on them immediately. See also Social Networking Policy.
- Staff do not talk about their professional role in any capacity when using social media such as Facebook or You Tube
- Staff do not put online any text, image, sound or video that could upset or offend any persons connected to the setting or be incompatible with their professional role.
- Staff ensure that their online activity both in work and outside will not bring Tisbury Pre-school in to disrepute.
- 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 Child Protection and Safeguarding Policy must be followed.
- Staff are duty bound to report any E-safety incident which may impact on their professionalism or on the pre-school.
- Staff are required to read, sign and date the Staff Acceptable Use Agreement during induction.

## 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 cabinet until the parent collects them at the end of the session.

### Staff, parents and visitors

- Tisbury Pre-school allows staff to bring in personal mobile telephones and devices for their own use. However, all staff must ensure that their mobile telephones/devices are secured within the designated mobile phone locker and may only be used in an area where no children are present. Visitors to the setting will be advised of a space where they can use their mobile phone if they find it necessary to do so
- Only the designated mobile phone (or the settings landline) will be used by members of staff to contact a current parent/carer. In the event of an emergency personal mobile phones may be used, however staff are required to protect their number with the use of 141 prefix. The parent contact number should then be deleted after use
- Users bringing personal devices into our setting must ensure there is no inappropriate or illegal content on the device
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area away from children

- If a member of staff has a personal emergency, they are free to use the setting's landline or make a personal call from their mobile in the designated staff area of the setting
- If any staff member has a family emergency the setting landline number should be used. If circumstances require the staff member to keep their mobile phone to hand, prior permission must be sought from the play leader/Manager and the mobile phone should be accessed within sight of other staff members.
- Staff should ensure that the Play-leader/Manager has up to date contact information and that staff make their own families, children's schools etc. aware of the emergency work telephone number. This is the responsibility of the individual staff member
- All parent helpers/students will be requested to place their phone in the appropriate place and not take calls in work time
- Visitors will not be permitted to use mobile phones whilst in the presence of the children.
- It is the responsibility of all members of staff to be vigilant and report any concerns of other staff's behaviour immediately to the Play-leader/Manager or another party such as Ofsted or Wiltshire Council's Designated Officer for Allegations. Concerns will be taken seriously, logged and investigated appropriately (in accordance with Wiltshire's LSCB procedures and the settings Child Protection and Safeguarding Policy, under the allegations against staff policy).
- Should inappropriate material be found then the Designated Officer for Allegations will be contacted immediately. We will follow the guidance of the Designated Officer for Allegations as to the appropriate measures for the staff member's disciplinary action.
- Smart watches are not permitted for use by Pre-school staff members, visitors or volunteers. Those who wear them will be asked to remove and place in the designated mobile phone locker.

#### CAMERAS/CAMERA PHONES/TABLETS

Photographs/videos are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs/videos are taken and stored appropriately to safeguard the children in our care.

- Staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Only the designated setting tablet is to be used to take any photo/video within the setting or on outings.
- Permission forms are signed by parents giving permission for photographs/videos to be taken of their child on admission to pre-school. Staff are made aware of children whose parents have not given this permission.
- At events for parents/carers to attend they are reminded that any images must NOT be posted on social media, that they are taken for a personal record and are only to be shared appropriately.

- Separate permissions for photographing children are sought from parents/carers in all cases when equipment not belonging to the pre-school is to be used, such as by invited Journalists.
- Images taken and stored on the tablet will be downloaded regularly at least weekly and deleted from the tablet's card/memory immediately
- Images will be downloaded on-site, retained on a memory stick and stored safely on the pre-school premises.
- Under no circumstances must cameras, camera phones or tablets of any kind be taken into the bathrooms or changing areas without prior consultation with the manager or leader
- If photographs of children are used for publicity purposes, parental consent will be gained and as far as possible children will not be identifiable.

## ELECTRONIC LEARNING JOURNALS

Tisbury Pre-school has adopted an electronic learning journal system which was agreed with the Committee and Staff. A risk assessment is in place giving details on how the learning journal is managed to ensure the children are safeguarded.

- Staff adhere to the guidance provided with the system at all times.
- Failure to adhere to the contents of this policy may lead to disciplinary procedures and criminal charges being made

## Links to Other Policies

Staff Acceptable Use Agreement  
 Child Protection and Safeguarding Policy  
 Social Networking Policy

This policy was adopted by: Tisbury Pre-School Committee

On: (date) .....

Signed on behalf of the provider: .....

Name of Signatory: .....

Position: .....

This policy is due for review on: .....