



SCALLYWAGS PRE-SCHOOL, HALWILL

ONLINE SAFETY (Including mobile phones, cameras and social media)

Policy Statement

- Scallywags Pre-School takes 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.
- Scallywags Pre-School is registered with the Information Commissioner's Office (ICO) and this registration is renewed annually.

Procedures

- Our designated person responsible for co-ordinating action taken to protect children is **Lorraine Crocker (Pre-School Leader)** or, in her absence, **Jenny Bryant (Deputy Pre-School Leader)**.
 - The designated person is required to complete relevant Online Safety Training.
1. *Information Communication Technology (ICT) equipment / "devices"*
- 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.
 - Laptops, iPads, and mobile phones are password protected. Passwords are known by staff members only.
 - ICT equipment belonging to the setting is only to be used for work purposes.
 - ICT equipment is usually kept on the setting premises, in a locked cabinet and/or cupboard when the setting is closed. Devices may be taken home by staff if they need to use them for work purposes, or if it is deemed safer not to leave them at the setting (e.g. holiday

periods). Devices which are taken off the premises must be taken directly home (and directly back to the setting), and always kept secure.

- The Pre-School Leader and Administrator together will back up all devices on a termly basis. (Doing this together provides an opportunity to oversee what is stored on the devices and to delete information which is no longer required in accordance with the General Data Protection Regulation).

2. *Internet access*

- Scallywags Pre-School has a broadband contract with SKY. The broadband connection is intended to be used solely by Scallywags Pre-School. There is a Guest Wifi that can be used by other hall users on request. The hub is in the Jubilee Suite, but the Wi-Fi passkey reference is removed from the hub and kept securely in Scallywags storage cupboard to avoid other users of the hall from accessing our broadband account.
- 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 will ensure that only age-appropriate sites, apps and material are used.
- 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 online with a grown up
 - be kind online
 - 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 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 in an area clearly visible to staff.
- Children are not allowed to access social networking sites. The exception to this is when staff wish to use You Tube for supervised session activities. (You Tube is a social networking site). You Tube will only be used under constant Staff supervision.

- 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 online 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.

3. *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 always share information securely.

4. *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 safe place, where it cannot be accessed by the children, until the parent collects them at the end of the session.

5. *Mobile phones – staff and visitors*

- Personal mobile phones are not used by our staff on the premises during working hours except in an emergency. They will be stored in the kitchen, in view of all staff.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the Pre-School Leader.
- 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 unless urgent, 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.

- Visitors are asked to put their mobile on view in the kitchen during their visit.
- These rules also apply to the use of work-issued mobiles.
- The Scallywags setting mobile phone should be kept on view in the kitchen and must be always accessible.
- The Pre-School Leader, or Deputy, should take the Scallywags mobile phone with them when going off site, for example to the park or on walks, or outings.
- The Scallywags setting mobile phone is kept on the setting premises during session hours (or taken on trips and walks etc). When Scallywags Pre-School is closed, the setting mobile will be taken home by the Pre-School Leader (or Deputy Pre-School Leader). The phone will be kept secure and only used for work purposes.
- The Scallywags Pre-School Administrator has a separate work mobile phone for use when working from home. This mobile phone is only to be used for work purposes and will be kept in a locked filing cabinet when not in use.
- The Scallywags Pre-School's setting mobile phone is password protected. The password is known by all staff.
- The Scallywags Pre-School's administrator's mobile phone is password protected. The password is known by the Administrator and Pre-School Leader.
- All mobile phone use must be open to scrutiny and the designated person can consider withdrawing or restricting authorisation for use if at any time it is deemed desirable to do so.
- The recording or sharing of images, video clips or audio material on any mobile phone is prohibited except where it is explicitly authorised by the designated person.

6. *Cameras, videos, and photographs*

- 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 using Scallywags' devices and only for valid reasons i.e., to record their learning and development, or for displays within the setting, with written permission received by parents. Such use is monitored by the Pre-School Leader.
- The setting camera should be easily accessible to staff (to capture spontaneous moments) but the camera should not be left unattended within reach of the children.
- 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, for example, ensuring children cannot be identified by name.
- If photos need to be stored for specific purposes, these should be stored on a disk or memory card/stick and kept in a locked cupboard/filing cabinet. If they are saved on a pre-school laptop/iPad, the laptop/iPad must be password protected. When there is no longer a legitimate purpose for storing photographs of children (either printed or saved to a device), they will either be handed to the parent/carer or deleted/destroyed.
- The designated person should be responsible for memory sticks and storage devices.
- When taking a memory stick or storage device off site, it should be logged in and out by the designated person.

7. *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.
- If 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 should carefully consider whether they should accept service users and parents as friends on social media sites due to the potential for breaching expected professional conduct. However, as Scallywags Pre-School is situated within a relatively small and close community, it is probable that staff will be friends with some parents.
 - Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
 - If a member of staff and family are friendly prior to the child coming into the setting, this information is shared with the Pre-School Leader prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.
 - Staff must avoid discussing matters relating to the children at the setting with the family via social media
- Parents, carers and other family members must not use staff's personal social media to send messages relating to the children to the staff, for example reporting illness or absence. Parents and carers are asked to use the setting mobile phone or email address for sending messages.

8. *Sallywags Pre-School's Facebook Pages/Groups/Messenger Chat*

- Sallywags Pre-School has a Facebook Page which is a public page anyone can access.
 - This Page is to share general information about Sallywags' activities, for advertising, and to share links to resources and information which could be helpful to families with young children.
 - No photos of children are to be shared on this Page.
 - The Pre-School Leader and Pre-School Administrator (and possibly a committee member) are administrators of the Page.
 - Members of the public can post to the Page but posts are moderated by the administrators.
- Sallywags Pre-School has a Facebook Group for parents and carers.
 - This page is for staff to share information with the families of children registered at Sallywags.
 - Only parents/carers of children registered at Sallywags are permitted to join the Group.
 - The Pre-School Leader and the Pre-School Administrator (and possibly a committee member) are administrators of the Page.
 - Parents and carers are asked if they would like to join the Group when they register their child at Sallywags. The page administrator monitors and accepts the requests to join the Group.
 - Parent/carers are deleted from the Group when their child leaves Sallywags.
 - Parents/carers may post, including pictures, but only pictures with their own children will be allowed.
 - Parents/carers can post to the Group but posts are moderated by the administrators.
- Sallywags Pre-School use a Facebook Group and/or Messenger Chat for Committee members and staff to communicate, for example about arrangements for fundraising events and decisions concerning day to day issues. Committee and staff will not discuss children, families, staff or management issues via Facebook (confidential matters will be dealt with in a face-to-face committee meeting or online via Zoom).

9. *Electronic learning journals for recording children's progress*

- 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.
- Please see our separate "Using Tapestry" policy.

10. 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 online 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/

This policy/procedure was adopted at a meeting of Scallywags Pre-School held on 19th October 2021 & reviewed on 20th November 2023

Signed on behalf of Scallywags Pre-School

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Lorna Prickett Treacy

Chairperson

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Lorraine Crocker

Playleader/Designated person

If you require clarification of any part of this policy, please speak to the Administrator.