



1.6 Online safety (including mobile phones, smart watches, and cameras)

Policy statement

Mulberry Pre-School 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

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- Management ensure all ICT equipment is safe and fit for purpose and that the relevant virus protection, blockers and filters are installed and updated on all computers, laptops and mobile devices and that no inappropriate material can be accessed.
- Passwords are secure and are not shared or written down.
- Management will monitor all internet activities in their setting.
- All electronic devices are locked away in a cupboard at the end of the day.
- No social media or messaging apps are installed on any of our devices.
- We have a desk top computer solely dedicated to the children's use which does not have internet access. On this computer the children can access educational games that are appropriate for their age and developmental stage. This computer is used for no other purpose.
- Tablets that are used in our setting to record the children's development in their online journal are kept out of the children's reach.
- If a second-hand computer is purchased or donated to the setting, management will ensure that no inappropriate material is stored on it before children use it.
- Staff or visitors do not have access to the Wi-Fi for their personal use.
- All ICT equipment is used for matters relating to the children and their education and care. No personal use is tolerated.

Internet access

- Our children do not usually have access to internet devices however on some occasions we may show the children a short video clip or picture on the pre-school tablets to support their learning but these are always supervised and their screen time is of an acceptable level.
- Staff do not access the internet for personal reasons.
- 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.

Email

- Parents and staff are not normally permitted to use our settings 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.

Safeguarding and Welfare Requirement: Child Protection

1.6 Online safety (including mobile phones and cameras)



Mobile phones – children

- Children do not bring mobile phones, smart watches or other ICT devices with them to the setting. If a child is found to have a mobile phone, smart watch 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 and smart watches 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 and smart watches may be used in an area where there are no children present, with permission from the manager. We may ask the staff member to cover their camera with a piece of tape as an extra precautionary.
- 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 **(023-8026-1616)**.
- If our members of staff or volunteers take their mobile phones/smart watch 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 or smart watches whilst on the premises. We may 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. We may ask them to cover the camera on their device with a piece of tape as an extra precautionary.

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. Such use is monitored by the manager.
- 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 or through being photographed in a sweatshirt with the name of their setting on it.

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 must 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 to the Manager 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.

Safeguarding and Welfare Requirement: Child Protection 1.6 Online safety (including mobile phones and cameras)



Electronic learning journals for recording children's progress

- Staff adhere to the guidance provided with the system at all times and do not write down or share their passwords and logins.

Use and/or distribution of inappropriate images and allegations

- 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.
- **Please see our policy – 1.2 Safeguarding Children, Young People and Vulnerable Adults. The relevant authorities as outlined in this procedure will be immediately contacted.**

This policy was adopted by:	Mulberry Pre-School
On (date):	15 April 2021
Date to be reviewed:	June 2021
Signed on behalf of the provider:	George
Name of signatory:	Georgina Stevens
Role of signatory:	Chair