



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 within the setting.

Procedures

- Our designated person (Supervisor/deputy) responsible for coordinating action taken to protect children is:
Tracey Beechey/Tanya Best

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children within the setting.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose
- If staff are completing report writing on home computers/tablets/phones or any other type of electronic device must make sure the device is password protected and be installed with anti-virus protection. Once transferred to the supervisor these reports must be deleted.

Internet Access

- Children have limited access to the internet via our pre-school tablets whilst in the setting. Children are not left unsupervised whilst using this equipment and games are picked that are appropriate and downloaded in advance.
- If staff access the internet for the purposes of promoting children's learning, they will ensure content is age appropriate
- The designated people have 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 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
 - children are taught about online safety through age appropriate books, such as 'Chicken Clickin'.
 - information is shared with parents on how to keep their children safe online, via our website, noticeboard and secret Facebook page
- All computers or tablets for use by children are located in an area clearly visible to staff
- The designated person ensures staff have access training and resources to enable them to assist children to use the internet safely.
- 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.

- Staff are aware that they need to 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. (Although children are not allowed access to the internet in Pre-School staff are alert to comments children may make about something that has happened at home or to an older sibling)

Emails

- The pre-school has a designated email address for professional correspondence that is password protected. The password is only known by the Pre-school Leader. If the password is divulged, this is a breach of confidentiality and is treated as such.
- Only the official email account will be used to communicate with parents/carers.
- Staff do not access personal or work email whilst supervising children.

Personal Email

It is recognised that the Pre-school Leader, Staff and Pre-school Management Committee may communicate via email outside of working hours. The pre-school advises that all personal computers are locked with a security password and have spyware software installed.

All emails should adhere to the following:

- The names of children should be kept to a minimum initials only should be used as much as possible.
- Correspondence should be polite, respectful and remain professional
- Any abuse or breaches of confidentiality by any adults/students associated with the pre-school is strictly forbidden, and will not be tolerated.
- All suspected cases must be reported, the pre-school will record all incidents and act on them immediately.
- If emails are available on phones then all staff are responsible for making sure these are kept private and confidential and not shared with any other person with access to that phone.

Storage of Documentation

Burham Pre-school recognises that personal computers are used to create working documents such as registers, invoicing and planning.

- Access to documents with personal information is limited as much as possible, and is only available to the Pre-school supervisor, Deputy and Chair of the Pre-school Committee where necessary
- All home computers must be password protected
- Work documents placed in locked folders
- Only acceptable use is permitted
- Personal details are kept to a minimum
- All confidentiality is assured, with breaches considered serious misconduct, and dealt with according

Mobile Phone's

Staff are allowed to bring mobile phones into work however, these must be kept in a secure box in the kitchen area and only used by staff during working hours in emergencies and on these occasions, this should be outside of the main hall area and with prior consent from the supervising member of staff. Staff should only check their phones during designated breaks and this should be done away from the children.

If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls, as this will distract them and they must not use their phone to take photos of the children at any time.

Parents and visitors are requested not to use their mobile phones whilst on the premises and to leave them in the reception or kitchen area. There is 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 there are no children present.

Staff will not give out their personal phone numbers to parents, the only numbers parents should have for communication with the pre-school are the supervisor's and pre-school mobile.

The only phones to be used during pre-school sessions are the supervisor's & pre-school mobile and these will be used away from the children. The supervisors phone is only used for data purposes i.e. for music and movement time or seasonal photos.

Staff found to be breaching this policy will be deemed to have carried out an act of gross misconduct and will be disciplined accordingly.

Staff are not permitted to any other smart devices (watches) to check text message etc whilst supervising the children.

All members of burham preschool staff are advised to take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises and all devices should be protected with a password or pin that should not be shared.

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of staff; any breaches will be dealt with in line with our disciplinary procedure.

All members of staff are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

Social Networking

Burham Pre-school has a high reputation to maintain and comments made on sites such as 'Facebook' could have an impact on how parents using the pre-school view the setting and staff. The following rules should be adhered to;

- Staff should not post anything onto social networking sites such as 'Facebook' or 'twitter' that could be construed to have an impact on the pre-school's reputation.
- It is advisable that staff are not friends with parents on social media however, if staff choose to allow parents to view their social networking page then this relationship must remain professional at all times.
- At no time should any posts or comments be made in reference to children, parents or other professionals from within the setting.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action.

The pre-school has a dedicated Facebook/instagram page which will only be updated by the supervisor this page will not contain photos of the children unless we have parental consent.

All members of staff are advised not to post or share content on their personal pages that may be considered threatening, hurtful or defamatory to others. Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).

Cameras

We ensure that any photographs taken of the children at pre-school are only taken with prior written consent from the parent/carer. This permission is gained when a child is registered with pre-school.

Photographs of children are only taken for valid reasons, with specific permission and deleted immediately after use.

Photographs are taken to be used in the child's learning journey, for display purposes, for promotional material which includes our website and prospectus. If a parent is not happy with the uses of these photographs then the pre-school will respect their wishes.

During special events e.g., Christmas/parties etc., parents may take photographs of their children but again we insist that these photos are not posted onto any social networking sites such as 'facebook'.

Images taken and stored on the camera will be downloaded on a regular basis and erased as soon as possible.

BURHAM ON-LINE SAFETY POLICY

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
- Useful Contacts: Rebecca Avery (Safeguarding Advisor Online Protection) Tel: 03000 415797 or 07789968705
- KELSI – online safety guidance for settings

This policy was adopted by: Burham Pre-school

On _____

Date to be reviewed _____

Signed: _____ (supervisor)

_____ (chairperson committee)