

6 Safeguarding children, young people and vulnerable adults procedures

# 6.9 E-safety POLICY (including all electronic devices with internet capacity)

**Online Safety**

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as ‘e-safety’, ‘online’, ‘communication technologies’ and ‘digital technologies’ refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks.The issues are:

*Content* – being exposed to illegal, inappropriate or harmful material

*Contact* – being subjected to harmful online interaction with other users

*Conduct* – personal online behaviour that increases the likelihood of, or causes, harm

**I.C.T Equipment**

* The setting manager ensures that all computers have up-to-date virus protection installed.
* Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children’s learning journeys.
* Tablets are stored securely at all times when not in use.
* Tablets may be taken home with prior arrangement from management. They are to be used for work purposes only. EYLOG must be used online and not downloaded. It is staff's responsibility to ensure tablets are kept safe and secure when off the premises.

**Internet access**

* Children never have unsupervised access to the internet.
* The setting manager ensures that risk assessments in relation to e-safety are completed.
* Reputable sites with a focus on early learning are mostly used (e.g. CBeebies).
* Video sharing sites such as YouTube are only accessed by staff and are fully supervised at all times.
* Children are taught the following stay safe principles in an age appropriate way:
* only go online with a grown up
* be kind online **and** 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
* Staff support children’s resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
* All computers for use by children are sited 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/).

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

**Personal mobile phones/smart watches – staff and visitors** (includes internet enabled devices)

* Staff/Visitors may use their mobile phones, smart watches and/or devices on pre-school premises, outside of working hours, provided that there are no children present.
* Smart watches are permitted on the understanding they are used as a watch only. Smart watches with a camera are not permitted. Using the smart features are not permitted during working hours except when on a break in the staff only areas or working away from the children in staff only areas.
* Mobile phones and/or devices should be stored in the individual staff drawers, turned off or on aeroplane mode and only used in staff only areas when the children are not present.
* Our current phone system diverts calls to managers personal phones. For this reason, managers are permitted to carry their mobile phones with them during working hours for work purposes only.
* The pre-school’s main telephone number can be used for emergencies by staff or volunteers, or by people who need to contact them.
* In circumstances such as outings and off-site visits, staff are permitted to take a personal mobile phone for use in the event of an emergency. Under no circumstances should the phones be used for anything other than emergencies. Under no circumstances should the phone be used in camera or video mode.
* Where there is a suspicion that the material on a mobile phone and/or device may be unsuitable and may constitute evidence relating to a criminal offence, the phone/device in question must be accessible to the Designated Safeguarding Lead (DSL), Carrie Richardson at Howden Pre-School and Summer Andrews at Newport Pre-School.
* Parents and visitors do not use their mobile phones on the premises. There is an exception if a visitor’s company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.
* If staff ignore the pre-school policy, they will face disciplinary action.

**Use of Personal Mobile Phones, Cameras and Technological Devices by Others (this may include children, parents, visitors and contractors)**

* Early Explorers Community Pre-Schools are a mobile-free zone, as highlighted in a range of posters around the school site. Staff are encouraged to ask parents to turn off mobile phones and/or devices during activities, or to go outside the building.
* Staff are permitted to use their professional judgement in exceptional circumstances such as a family emergency.
* Staff are encouraged to approach parents and ensure that photos of children are not taken without prior permission.
* In the case of pre-school productions and events, parents are requested to only take any photos of their child – or with permission from other families.
* At the beginning of each event/performance, the pre-school strongly advises against the publication of any such photos on social networking sites.
* If staff have a suspicion that the material on a mobile phone and/or device may be unsuitable and provide evidence relating to a criminal offence, then parents will be approached. If this is not possible, the DSL will be informed and procedures followed in line with the Safeguarding Policy.

**Use of the School’s Mobile Phone, Camera and Technological Devices**

* Early Explorers Community Pre-Schools staff are provided with school iPads/tablets, and a mobile phone to ensure that only cameras and digital devices belonging to the school are used to take appropriate and relevant images of children.
* Any images taken by staff are downloaded onto the Interactive Learning Diaries site and all iPads/tablets and mobile phones have password protection.
* Both procedurally and through policy, it is made clear to staff that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns, and that staff must use the logging concern form and body map to record factual observations relating to child protection concerns.
* The school’s mobile phones, iPads and other digital devices must only be used for work related matters and should not be taken off the premises other than outings/visits.
* In circumstances where there is a suspicion that the material on a mobile phone or digital device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO).

**Use of Staff devices off premises**

Staff are permitted to do paperwork at home, this includes written documents such as Birth2Five Matters and access to the secure online platform EYLOG through their own devices at home. However, content **must not** be downloaded or shared, passwords **must** be kept secure and paperwork must be kept secure.

 **Cyber Bullying**

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

**Use of social media**

Staff are expected to:

* understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
* ensure the organisation is not negatively affected by their actions and do not name the setting
* are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
* are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
* observe confidentiality and refrain from discussing any issues relating to work
* not share information they would not want children, parents or colleagues to view
* set privacy settings to personal social networking and restrict those who are able to access
* not accept service users/children/parents as friends, as it is a breach of professional conduct
* report any concerns or breaches to the designated person in their setting
* not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the practitioner and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and agreement in relation to boundaries are agreed

**Use/distribution of inappropriate images**

* Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated person who follow procedure, Allegations against staff, volunteers or agency staff.