



Madley, Herefordshire, HR2 9PH
Charity Number: 1026852
Tel: 01981 25146

Online Safety Policy **(including mobile phones and cameras and social-media)**

Policy Statement

The internet is an accessible tool to children in early-years settings; games, information gathering and mobile learning apps etc.

Madley Pre-School has a duty to ensure that children are protected from potential harm both within and beyond the learning environment. We take steps to ensure that there are effective procedures in place to protect children from the unacceptable use of information communication technology equipment or inappropriate materials in the setting.

Aims

- To offer valuable guidance and resources to practitioners to ensure that they can provide a safe and secure online environment for all children in their care.
- To raise awareness amongst staff and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many educational and social benefits.
- To provide safeguards and rules for acceptable use to guide all users in their online experiences.
- To ensure adults are clear about procedures for misuse of any technologies both within and beyond Madley Pre-School.

Procedures

The Manager; **Fiona Batstone**, is responsible for coordinating action taken to protect children.

Information Communication Technology Equipment

- Only ICT equipment belonging to Madley Pre-School is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All ICT equipment has virus protection
- All ICT equipment has safety settings to ensure that inappropriate material cannot be accessed.

Mobile Phones (Please see Safeguarding policy)

- Madley Pre-School is a mobile phone free setting. Parents and visitors are requested not to use their mobile phones when on the premises. An exception may be made if a visitor's company operates a lone working policy that requires contact with their office during the working day. In this instance, they will be advised of a safe space to use their phone, away from any children.
- Children are not permitted to bring mobile phones into the setting.
- Personal mobile phones are not to be used by staff during working hours. They must be stored and used in the office.
- In an emergency situation, personal phones may be used in the setting, with permission from the Manager.



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- If members of staff take personal mobile phones on an outing, for use in an emergency, they must not make or receive personal calls without the Manager's permission, or take photographs of the children.
- These rules also apply to the use of the Pre-School mobile when staff are visiting other settings.

Cameras/ Taking Photographs

- Staff/ parents and volunteers must not bring personal cameras or video recording equipment into the setting
- Photographs or video recordings of children will only be taken and held on devices owned by Madley Pre-School.
- Photographs and video recordings of children are taken for valid reasons only e.g. to record their learning and development, for displays, for promotional use.
- Parental permission will be granted for all photographs taken to be used in learning journals, displays, social media, promotional materials etc. Consent is gathered at the child's induction days.
- Staff are careful when taking photographs that children without parental permission do not appear in the background of other photos and that children are not photographed in an inappropriate position or when ill-dressed e.g. with underwear on show.
- Parents taking photographs at special events e.g. sports day, nativity etc. will be at the discretion of the manager. Parents are generally advised that they should minimise photography to their own child only and will be advised that they should not share the photographs on social media.

Internet Access

Use by Children

- Children do not have unsupervised access to any internet sites.
- The Manager has responsibility for ensuring that children 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 an adult
 - Keep information about themselves safe
 - Only press buttons on the internet to things that they understand
 - Tell an adult if they find something that makes them unhappy
- All computers for use by the children are located in an area clearly visible by staff.
- Children are not allowed to access social media sites
- Staff should report any suspicious or offensive material to the Internet Watch Foundation at www.iwf.org.uk



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- 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
- If staff become aware that a child is the victim of cyber-bullying, they should inform the Designated safeguarding lead, **Fiona Batstone** or **Emma Gray**, who will then discuss this with parents and refer them to sources of help, such as NSPCC or Childline.

Use by Adults

Access to email and internet sites is provided during working hours for the purpose of effectively completing work and use must comply with all policies and procedures.

Staff should not be accessing personal emails or social media sites during working hours. This includes using i-watches to check messages, texts etc. Madley Pre-School has the right to ask staff to leave i-Watches in the office if they are deemed to be a distraction during working hours.

Madley Pre-School will not tolerate staff using social media sites for unofficial or inappropriate uses, specifically:

- Staff using the internet during their lunch breaks must only do so in the office.
- Staff should not use sites for personal interest without the permission of the Manager.
- Staff should not, at any time, include information that identifies any other member of staff or individuals working in connection with Madley Pre-School.
- Any personal blogs should contain a disclaimer that the views expressed on it are personal views of the author only.
- Staff should not, at any time, make comments on sites that could bring Madley Pre-School into disrepute.
- Staff should not make comments on sites which amount to bullying, harassment or any other detriment.

Social Media

- Children are not allowed to access social media sites.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share it with.
- Staff should not accept parents and children as friends on social media, this is a breach of expected professional conduct. If a practitioner and family are friendly prior to the child starting Madley Pre-School, this information should be shared with the Manager and a risk assessment and agreement in relation to boundaries will be agreed.
- Staff should observe confidentiality and refrain from discussing any work related issues on social media.
- Staff should not reference Madley Pre-School or Madley Primary School on any social networking sites. This includes discussing any aspect about the practice even if they exclude the



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setting names within the conversation. Additionally, naming or discussing members of staff, committee members, parents, volunteers or children or anybody within the setting community will result in disciplinary procedures.

- Staff should not share information that they would not want children, parents or colleagues to view.
- Staff should report any concerns or policy breaches to the Manager.

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, Madley Pre-School will follow the Safeguarding and Child protection policy procedures in dealing with the alleged abuser.
- Staff are aware that grooming children and young people on-line is an offence in its own right and any concerns about a colleagues or others' behaviour will be reported, in line with Madley Pre-School Safeguarding and Child protection policy.

E-Learning journals

Madley Pre-School uses Tapestry as an online learning journal to share with parents. Staff adhere to the safety guidance provided by Tapestry to ensure the safety of children.

Legal Framework, Key legislation and guidance:

- Statutory Framework for the EYFS- GOV.UK (2021)
- Children's Act 1989 and 2004
- Convention on the rights of a child- UNICEF 1989
- Data Protection act 2018
- Freedom of information act 2000
- Equality act 2010
- Sex discrimination act 1975
- Human rights act 2000
- Keeping children safe in education
- Working together to safeguard children 2018
- Serious crime act 2015
- Counterterrorism and security act 2015

This policy was adopted by:

On:

Date to be reviewed:

Signed on behalf of the provider:

Name of signatory:

Role of signatory:

Madley Pre-School

July 2022

July 2023

Fiona Batstone

Manager