

## Woodcote Pre-School Group CIO

### Online Safety, including Mobile Phones and Cameras Policy

Woodcote Pre-School take steps to ensure that there are effective procedures in place to protect children, from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

#### **Information Communication Technology (ICT) Equipment:**

- Only ICT equipment belonging to the setting is used by staff and children.
- The manager is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The manager ensures that safety settings are applied to ensure that inappropriate material cannot be accessed.

#### **Internet Access**

- Children do not normally have access to the internet and never have unsupervised access.
- The manager has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- The manager ensures that staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

#### **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 share information securely at all times.

### **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 locked cupboard until the parent collects them at the end of the session.

### **Mobile Phones – Staff and Visitors**

- Personal mobile phones are not used by our staff on the premises during working hours. They are stored in a locked cupboard.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- 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 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, 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. These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.
- We have our own mobile phone which is used on outings and occasionally on an afternoon session. It is a standard mobile phone and only used for pre-school purposes.

### **Cameras and Videos**

- 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, for the Woodcote Correspondent/ Facebook Page/Website/Displays and Events within the setting and occasionally the Henley Standard Newspaper. We request written permission from parents. Such use is monitored by the pre-school 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 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.

### **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.
- In the event that a member of staff names 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 should 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 pre-school 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, they should follow the procedures in our Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse.
- 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).

**This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.**

**Last Updated: March 2021**

