

Cold Ash Pre-school: Online Safety Policy

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Policy statement:

E-Safety operates under the umbrella of the Safeguarding Policy in regard to electronic communications of all types.

Computer skills are vital to accessing lifelong learning and employment and it is important for children to learn to be e-safe from an early age. Effective use of the internet is becoming an essential skill, whereas unmediated internet access poses the risk to children of being placed in embarrassing, inappropriate and dangerous situations. We have a duty to ensure that children in pre-school are not exposed to inappropriate information or materials. We commit to providing children with the safest internet environment possible, to begin to teach them to be aware of the possible risks and to support families in the promotion of safe internet access at home.

The internet is also used to support the professional work of the staff in the administration and running of the pre-school as well as in the creation and maintenance of children's learning journeys.

Staff/ Internal procedures:

- Children's internet access will be tailored for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning.
- Staff will ensure that the appropriate filters are applied and maintained on the laptops and tablets in the setting.
- Staff will monitor the websites being used by children during the pre-school sessions and staff may look at sites with the children relating to topics that they have been discussing and learning about. If staff discover unsuitable sites have been accessed on any of the pre-school laptops or tablets it must be reported to the Leader or Deputy Leader so that the filters can be checked and reviewed.

- Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet material by staff or children complies with copyright law.
- Mobile phones are not permitted to be used within the pre-school hall, toilets or garden.
- The taking of photos or videos on personal mobile phones or similar small devices is not allowed anywhere in the pre-school.
- Pre-school tablets will be used by staff to take photos, video and audio clips of the children for their learning journeys and for displays within the pre-school.
- Any member of staff using laptops or tablets must adhere to the e-safety policy in all matters relating to the pre-school, whether on or off-site.
- Parents'/guardians' attention will be drawn to this policy. If any parent/guardian needs advice about using the online learning journey system or about keeping children safe on the internet at home, we would be happy to offer that.
- Any e-safety incident which occurs in relation to the pre-school must be reported to the Committee, Leader or Deputy Leader.
- Complaints about the appropriate use of the internet or other technologies will be handled through our normal complaints procedure.

Staff/ Internal website procedures:

- Children's personal information will not be published on the internet.
- For the Staff page on the pre-school website, only staff members' names and qualifications will be published.
- Children's full names will not be used anywhere on the pre-school website.
- Photographs of staff and children will be published on our website in accordance with staff and parents' permission. Written permission will be required from parents/carers before each child starts Cold Ash Pre-School and their wishes should be followed at all times.

Use of mobile phones/cameras:

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 mobile phones and cameras in the setting.

Internal/ Staff procedures:

- Personal mobile phones or cameras and videos belonging to members of staff are not used on the premises during working hours. New staff members are informed of this during their induction.
- Smart watches must only be used for the purpose of time keeping.
- At the beginning of each individual's shift, personal mobile phones are stored in the kitchen with the rest of the staff's personal belongings.
- In the event of an emergency, personal mobile phones may be used in the privacy of the kitchen, with permission from the manager. Personal mobile phones may also be used by staff in the kitchen during their lunch break.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Members of staff will not use their personal mobile phones for taking photographs of children at any time.
- Photographs may be used by the preschool in marketing materials (website, posters, brochures, leaflets etc.). We will only use these photographs in accordance with the parents'/guardians' completed permission, found on the consent forms and eYLog consent form, both completed at registration.

External/ Visitor procedures:

- Parents/Guardians and visitors are requested not to use their mobile phones whilst on the premises. 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. Parents/Guardians and visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- Where parents/guardians request permission to photograph or record their own children at special events, permission will first be gained from all parents/guardians for their children to be included. Parents/Guardians will be informed that photos taken at these events which include other children in the frame are not to be shared on social media. Any photographs posted on social media sites must only include the parent's/guardian's child and all other children must be cropped out or blurred. If we discover any breaches of other families' privacy on social media sites we will ask that these photos are removed.

- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Consent Form and eyLog consent form, both completed at enrolment). For the purposes of recording children's learning and development, photographs, videos and audio clips are taken on preschool tablets and stored on eyLog's secure server to be shared with the child's parents.
- Each year a professional photography company visits to take portrait photographs of the children for parents/guardians to purchase. Parents/Guardians are given the choice to opt out of this if they wish, and photographs are not shared with other children's parents.