



Bizzy Bees Pre-School CIO
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Charity Number: 1172751

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1.6. Online Safety Policy – Mobile phones, Smart watches, Cameras, Tablets

Policy statement

As a setting we take steps to ensure that there are effective procedures in place to protect children and adults from the unacceptable use of equipment or exposure to inappropriate materials in the setting.

Procedures

- Our designated person responsible for co-ordinating action taken to protect children is:
Sarah Meadows

Information Communication Technology (ICT) equipment

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

Internet access

- Children do not normally have access to the internet and never have unsupervised access.
- If staff access the internet with children for the purposes of promoting their learning, this is fully supervised by staff and appropriate to extend the children's learning.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- If a second-hand computer, iPad or other I.T equipment is purchased or donated to the setting, the designated person will ensure it is reset to factory settings before children use it.
- All computers, tablets, or other ICT for use by children are in an area clearly visible to staff.
- Children and staff are not allowed to access social networking sites on the settings devices.
- 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.
- Suspensions 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.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

- If staff become aware that a child is the victim of cyber-bullying, they discuss this with the child's parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk or Childline on 0800 1111 or www.childline.org.uk

Email

- Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work emails whilst supervising children.
- Staff send personal information securely.

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 drawer until the parent collects them at the end of the session.

Smart watches

- Smart watches must have the camera application deactivated. It is the designation person's responsibility to ensure staff adhere to this.
- Staff are not permitted to access their smart watches for messages or receiving / making calls whilst on the floor with the children.

Mobile phones – staff and visitors

- Personal mobile phones are not used by our staff on the premises whilst with the children during working hours. They will be stored in the staff's allocated storage area.
- 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 our 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 – these will be taken on arrival and stored safely in the office until they leave the premises. 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.
- Any visitors will be asked to leave phones and other I.T. devices in the office.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos

- Our 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, such as to record their learning and development, or for displays within the setting, with written permission received by parents (see 10.4. Registration form). Such use is monitored by the designated person.
- Where parents request permission to photograph or record their own children at special events, parents are reminded that they do not have a right to photograph anyone else's child or 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 or through being photographed in a sweatshirt with the name of their setting on it.

- The setting must respect parents/carers wishes to not show photographs and videos of children in the setting or on social media.
- The setting has the right to not allow photography during social events at the Pre-School, for any safeguarding reasons.

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.
- Staff should not accept service users, children, and parents as friends on social media due to it being a breach of expected professional conduct.
- Staff are not to name the setting or workplace in any social media in a way that is detrimental to the organisation or its service users.
- Staff will refrain from discussing any issues relating to work outside of the setting.
- Staff should not share information they would not want children, parents, or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager and designated person prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

Electronic learning journals for recording children's progress

- Permission from the management team is given to staff members prior to using any online learning journal. A risk assessment is completed with details on how the learning journal is managed to ensure children are safeguarded.
- Staff adhere to the guidance provided with the system.
- Staff will not share any photographs, videos, or information gathered for the children's learning journals to anyone other than the authorised persons on the account.

Use and/or distribution of inappropriate images

- Staff are knowledgeable that the distribution of indecent images is an illegal offence. In the event of a concern that a colleague or other person is inappropriately using and/or distributing images of children, the Safeguarding Children and Child Protection policy - allegations against staff and/or responding to suspicions of abuse will be followed.
- Staff are aware that grooming children and young people online is an offence 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/

Other useful EYA publications

- Working together to Safeguard Children, July 2018