



E-Safety Policy

Includes: Online safety, Use of Mobile Phones, Cameras and Images Policy

Policy statement

At All Saints Wise Owls, 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 Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

Procedures

- Our designated person: **Nic Hare** is responsible for co-ordinating action taken to protect children. All online safety concerns are to be reported to Nic, they will be recorded and actioned. **Sarah Hutchings** is the Deputy designated person who is equally responsible for implementing this policy.

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, written permission is gained from parents who are shown this policy.
- 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.
- Children are taught the following stay safe principles in an age-appropriate way prior to using the internet;
 - only go online with a grown up

- be kind online
 - keep information about 'me' safe
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
 - If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
 - All computers for use by children are located in an area clearly visible to staff.
 - Children are not allowed to access social networking sites.
 - 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.
 - 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.
 - 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 their 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

- 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 the 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 the staff on the premises during working hours. They will be stored in personal bags in a lockable 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 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. 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.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting. **This includes wearable devices** such as smart watches who have recording features enabled.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the Registration form). Such use is monitored by the 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 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.

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 due to it being a breach of expected professional conduct.
- In the event that staff name 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 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.
- Managers have the right to enforce staff to remove any posts from social media if it is felt that the reputation of the setting could be jeopardised in anyway.
- 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 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

- Tapestry Online learning journal is used at All Saints Wise Owls. Managers seek permission from the parents 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 (as part of the registrations form).
- Staff adhere to the guidance provided with the system at all times.

See Appendix A for more details on our Online Learning Journal

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, the Safeguarding Policy and Whistleblowing policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- 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).

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/
- <https://www.internetmatters.org/wp-content/uploads/2019/04/Internet-Matters-Guide-Online-safety-for-parents-of-children-0-5-years-old.pdf>
- <https://www.ceop.police.uk/safety-centre/>

Appendix A

Online learning journals (Tapestry)

Policy statement

At All Saints Wise Owls Pre-school, we provide all children attending an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the Pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

- At All Saints Wise Owls we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each child.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before using accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the Pre-school and parents, is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by All Saints Wise Owls Pre-school.
- Staff should not share any information or photographs relating to children with any person not employed by All Saints Wise Owls Pre-school.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad/tablets that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on pre-school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of All Saints Wise Owls Pre-school.
- At all times staff must comply with Child Protection policies and Computer safe use policies.