



### Policy Statement

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 who is responsible for co-ordinating action taken to protect children is: **Kate Sillett**

#### *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.
- ) 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;
  - o Only go on line with a grown up
  - o Be kind on line
  - o Keep information about me safely
  - o Only press buttons on the internet to things I understand
  - o 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](http://www.iwf.org.uk).
- ) The designated person ensures 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.
- ) All official communications must occur through secure filtered email accounts.
- ) Staff send personal information by encrypted email and share information securely at all times.
- ) All ICT users are expected to write online communications in a professional, polite, respectful and non-abusive manner. The use of emotions is not permitted.

#### *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.

#### *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 plastic box in the kitchen.
- ) This **excludes** the mobile phones that the Director/Manager/Deputy Manager has as this is required as point of contact for parents and other persons.
- ) In an emergency, personal mobile phones may be used in an area where there are not 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.
- ) All parents and visitors will be advised of this policy as they enter the pre-school.
- ) Parents and visitors will be asked to ensure their phones are kept in their bags or they may store them in our plastic box on the side with staff mobiles for the duration of the visit.
- ) If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

#### *Cameras and videos*

- ) Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting. Setting supplies cameras and video recording equipment.
- ) 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.
- ) The manager has the authority to view images/videos taken and/or to withdraw or modify a members of staff's authorisation to take images/videos at any time.
- ) All members of staff, students volunteers, visitors and parents should be aware that all images/videos taken within the setting are available for scrutiny and that they must be able to justify any images in their possession.

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- ) 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, record anyone else's child or to upload photos/videos 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 the setting on it.
- ) Should permission be given to take any images off site then all relevant details will be recorded, for example, who, what, when and why and data will be kept securely.
- ) All staff are responsible for ensuring that all photographs/videos are permanently wiped from memory cards, computer hard drives and portable drives or other relevant devices once the images/videos will no longer be of use. This will be monitored by the Data Protection Lead.
- ) All images will remain on site – apart from when the Director **Kate Sillett** is printing them off for use in the children's Learning Journeys or for display purposes in the setting. (No printer in the setting).

#### *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.
- ) Staff should report any concerns or breaches to the designated person in the 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.

#### *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 Children and Child Protection 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 on line is an offence in it's own right and concerns about a colleague's or others' behaviour are reported (as above).

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**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/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)
- ) Safeguarding Children (Pre-school Learning Alliance 2013)

**This policy was adopted by:** Kate Sillett

**Date:** 18<sup>th</sup> February 2021

**Date to be reviewed:** 18<sup>th</sup> February 2022

**Signed on behalf of the Provider:** *K. Sillett*

**Name of Signatory:** Kate Sillett

**Role of Signatory:** Director

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