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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**1.6 E-safety** (including all electronic devices with internet capacity)

**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. It is important that children and young children receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

**Procedures**

* Our designated person responsible for co-ordinating action taken to protect children are:

**Linda Noble (NI/Trustee/Lead) and Louise Nash**

*Information Communication Technology (ICT) equipment*

* Only ICT equipment belonging to the setting is used by the 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 (Louise Nash) 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 can view this policy online.
* Children are taught the following stay safe principles in an age-appropriate way prior to using the internet;
* only go on line with a grown up
* be kind on line
* keep information about me safely
* only press buttons on the internet to things I understand
* tell a grown up if something makes me unhappy on the internet
* If a second-hand computer is purchased or donated to the setting, the designated people will ensure that no inappropriate material is stored on it before children use it.
* Any ICT equipment for use by children are located in an area clearly visible to staff. **(Tablets when not in use to be left in a basket on the grown-up table).**
* 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/).
* 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](http://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.

*Email*

* Children are not permitted to use email in the setting.
* Staff do not access personal or work email whilst supervising children.

*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 back room until the parent collects them at the end of the session.

*Mobile phones – staff and visitors*

* Personal mobile phones must be stored in the back room during working hours. Staff may use their personal mobile phones in the back room ONLY when on a break or with permission from the manager.
* The settings mobile phone is kept in the main room on the staff desk or if staff are present in the back room - this is locked in the cupboard at the end of each day.
* 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 take photographs of children on them.
* 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 in the back room where they can use their mobile phone, where no children are present.

*Cameras and videos*

* Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
* Apple watches or other devices which allow a member of staff to take photos or send messages are not permitted to be worn in the setting.
* 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 Lead Practitioner – these photos/videos are then deleted or stored securely in a locked cupboard in the setting.
* 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.

*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
* All staff working with pupils have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, public in general and all those with whom they work in line with the preschool’s code of conduct.
* In the event of staff naming 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 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 Lead Practitioner prior to a child attending and an agreement in relation to boundaries is agreed.

*Electronic learning journals for recording children’s progress*

* Please refer to 1.9 Tapestry Policy for further information

*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 Child Protection policy 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 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/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

**Other useful Early Learning Alliance publications**

Safeguarding Children (2013)

Employee Handbook (2019)

**1.6 Online Safety (inc. Mobile Phones and Cameras)**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2027**