

St Michael's Pre-school

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.

1.2.2 E-safety (including the use of mobile phones and cameras)

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

Nominated Designated Safeguarding Persons are responsible for ensuring staff and children are compliant with e-safety.

General

- Only ICT equipment belonging to the pre-school is used by staff and children.
- The members of staff responsible for e-safety are responsible for ensuring that ICT equipment is used only for its intended purpose and that it is safe and fit for that purpose.
- All computers will have suitable virus protection installed.
- Where children and parents have access to the Internet, safety settings will be set to ensure they cannot access inappropriate, sexually explicit or harmful material.
- Staff, students and regular volunteers are required to sign and abide by the pre-school's ICT usage agreement. An undertaking of continued agreement is signed annually.

Computers and Internet Usage

- Children are encouraged to develop their ICT skills in a safe environment on a computer that is sited in an area clearly visible to staff.

- Internet access will be monitored, and safety settings will be set to disable access to inappropriate, sexually explicit or harmful material.
- Staff will report any suspicious or offensive material, including that which may incite racism, bullying or discrimination to the designated person/s for safeguarding who will in turn report this to www.iwf.org.uk as necessary.
- Any suspicions that an adult is attempting to make inappropriate contact with a child on-line will be reported to www.ceop.police.uk: The Child Exploitation and Online Protection Centre
- Children are not allowed to access social networking sites.
- 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 safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet

Parents are informed of sites that will support children's use of the internet at home such as:

- www.thinkuknow.co.uk: the UK Government website with advice for parents on how to keep children safe online
- www.ceop.police.uk: Child Exploitation Online Protection Centre (CEOP) is the Government body dedicated to eradicating abuse of children. Concerns about inappropriate contacts between a child and an adult, including online, can be reported directly to CEOP.
- www.iwf.org.uk: The Internet Watch Foundation (IWF) works to remove illegal material from the internet. Any material believed to be illegal e.g. child sex abuse images, other obscene material or material which incites racial hatred, can be reported to the IWF.
- Specialist websites containing general advice that may be of help to parents include www.nspcc.org.uk, www.childline.org.uk, www.nch.org.uk, www.barnardos.org.uk, www.bullying.co.uk.

ICT Equipment

- Only ICT equipment belonging to the setting will be used by staff and children.
- The designated person for e-safety is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers will have virus protection installed.
- Where children and parents have access to the Internet, the designated person will ensure that safety settings are set to ensure that inappropriate material cannot be accessed.
- All computers for use by children and parents will be sited in an area clearly visible to staff.

Personal mobile phones and smart watches

- Personal mobile phones belonging to our staff and volunteers may be used in privacy, where there are no children present, with the permission from a manager.
- At the beginning of each individual's shift, personal mobile phones are stored in the secure cupboard in the office.
- Staff and volunteers ensure that the settings telephone number (a land line) is known to immediate family and other people who need to contact them in an emergency.
- If our members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- Smart watches are prohibited within the setting and on outings.

Cameras and videos

- Our staff and volunteers must not bring their own cameras or video recorders into 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 home visit forms). Such use is monitored by the manager.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by our manager 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. Parents are advised not to post these photographs on social media.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Admission Form).
- In the event of an allegation being made against a member of staff the procedure to be followed is outlined in policy 1.2, Safeguarding Children and Child Protection.

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.
- Staff are only permitted to communicate with parents in a professional capacity in a private social media pre-school group. This is only under managers recommendations. At no time are staff required to do this with any children or mention any personal reference to a child at any time.

- Management are permitted to accept parents only if they are members of the management committee and only where this is deemed beneficial to the preschools online profile.
- 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 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.

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 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/

This policy was adopted by	St Michael's Pre-school	<i>(name of provider)</i>
On	18/04/2021	<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Ellena Lloyd	
Role of signatory	Committee Chair	

Other useful Pre-school Learning Alliance publications

Safeguarding Children (2013)

Employee Handbook (2012)