



## **STARLINGS PRESCHOOL**

### **Online Safety Policy**

#### **Policy statement**

At Starlings Preschool we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the preschool receive excellent quality care and education.

This policy refers to all electronic devices not only able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

#### **Procedures**

- Our designated person responsible for co-ordinating action taken to protect children is Lesley Rust.

#### *Information Communication Technology (ICT) equipment*

- Only ICT equipment which belongs to the setting will be 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 out to ensure that inappropriate material is not accessed.

#### *Internet Access*

- Children do not have unsupervised access to the internet
- Staff access the internet with children for purposes of promoting their learning
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relations to online safety are completed
- Children will be taught the following stay safe principles in age-appropriate way prior to using the internet;
  - Only go online with a grown up
  - Be kind online
  - Keep information about me safeguarding 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 support children's use of the internet at home such as: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) the UK Government website with advice for parents on how to keep children safe online
- Designated persons will seek to build children's resilience in relation to issues they may face in the



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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 will be stored on it before children use it.
- All computers/tablets for use by children are located in an area clearly visible to staff.
- Children are not and will not have 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 <https://www.iwf.org.uk/>
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line will be reported to the National Crime Agency's Child Exploitation and Online Protection Centre at <https://www.ceop.police.uk/Safety-Centre/>
- 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 <https://www.nspcc.org.uk/>, or Childline on 0800 1111 or <https://www.childline.org.uk/>

### **Email**

- Children are not permitted to use email in the setting.
- 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 brings in a mobile phone or ICT device with them, it will be removed and stored in the locked office until the parent collects them at the end of the session.

### **Mobile phones and other devices that accept calls, messages and video calling.**

To ensure the safety and well-being of children we do not allow staff to use personal smartwatches and/or Fitbits that receive calls and messages during working hours. We use phones/mobile phones supplied by the preschool to provide a means of contact.



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- Personal mobile phones are not used by our staff on the premises where children are present during working hours. They are kept in the staff room, on silent throughout the day, which is an area not accessible to children. Staff are able to use their mobile phones only in the office or staff room which are not accessible to any children without supervision by their parent/carer (for example during parent meeting times etc).
- In an emergency, personal mobile phones may be accessed in an area with permission from the manager (e.g., needing to call an ambulance or other emergency situation and only when staff and children are fully supervised by a 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, nor should their phones have to access social media, the internet or responding to text messages.
- Parents and visitors will not use their mobile phones whilst on the premises and asked to store them in our office. 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 have access to a quiet space where they can use their mobile phone, where no children are present. Children will not be left unsupervised with any visitor on the premises.
- 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 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 will be asked from all parents for their children to be included. 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 to website or social media site
- If photographs of children being 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 will 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 parents as friends when their children are enrolled at our preschool 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 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 will be given to the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.
- Staff will not accept friend requests on social media or respond to communication attempts from families when children are at our preschool.
- Social networking activities conducted online outside of work, Facebook, MySpace, Bebo or Twitter and posting materials, images or comments on these sites can have a negative effect on Starlings preschool reputation or image. We have a firm commitment to safeguarding children in all aspects of its work. Everyone at Starlings preschool has a responsibility to ensure they protect the reputation of the preschool and to treat colleagues and members of the preschool with professionalism and respect when using these sites.

*The following is NOT acceptable at Starlings Preschool:*

- The use of the preschools name, logo or any other published material without prior written permission from the manager and/or committee. This applies to any published material including the internet or written documents.
- The posting of any communication or images which links the preschool to any form of illegal conduct or which may damage the reputation of the preschool. This includes defamatory comments.
- The disclosure of confidential or business sensitive information, or the disclosure of information or images that could compromise the security of the preschool.
- The posting of images of employees, children, trainees, students or volunteers as well as professionals connected with the preschool whilst engages in preschool activities.

*In addition to the above staff must ensure that they:*

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the



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preschool or anyone at or connected with the preschool

- Use social networking sites responsibly and ensure that neither their personal/professional reputations, nor the preschools reputation be compromised by inappropriate postings.
- Are aware of potential online identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

Any breaches of the above will result in disciplinary actions taken.

### **Electronic learning journals for recording children's progress**

- Managers seek permission from parent's/carer's prior to using any online learning journal. We use TAPESTRY as our online learning journal.
- Staff adhere to the guidance provided with the system at all times.

### **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 be reported (as above).

### **Use of Fitbits/Smart watches**

To ensure the safety and well-being of children we do not allow staff to use personal smart watches and/or Fitbits that receive calls and messages during working hours. We use phones/mobile phones supplied by the preschool to provide a means of contact.

- Smart watches - Staff must not wear 'Smart' watches at work, they must be treated the same as staff mobile phones and locked away during working hours.
- **Fitbits are allowed to be worn however ones that receive calls and messages are not allowed – ones that count only steps are.**



### **CCTV**

There is a separate procedure which details the use of CCTV in settings.

### **On-Line Gaming**

Children do not access online games whilst in preschool i.e., including Xbox, PlayStation etc.

### **Guidance**

NSPCC and CEOP Keeping Children Safe Online training: <https://learning.nspcc.org.uk/training/online-safety>

<https://www.childline.org.uk/>

<https://www.nspcc.org.uk/>

<https://www.thinkuknow.co.uk>

This policy was adopted by Starlings Preschool

On 6<sup>th</sup> September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson