

Bo Peeps Preschool Ltd,
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E.safety procedure (including mobile phone and camera use)

Bopeeps Preschool recognises that modern day technology plays a useful and important role in our day to day work with children and families. Whilst the use of information communication technology (ICT) including videos, mobile phones, smart watches, computers and digital cameras offers many positive benefits, there are some risks associated too. 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 ICT or exposure to inappropriate materials

General

- Only ICT equipment belonging to the centre is used by staff and children.
- Managers, and their deputies, 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, the centre manager will ensure that they cannot access inappropriate, sexually explicit or harmful material.
- The Owner/Manager as designated person is responsible for ensuring that computers used for preschool purposes are approved by a competent person.
- All computers for use by children will be sited in an area clearly visible to staff
- All children utilising ICT equipment in the preschool will be supervised by a parent/carer.

Personal Mobile Phones (includes i.watches and smart watches)

Staff's personal mobile phones are not used on the premises during working hours. At the beginning of each individual's shift personal mobile phones are stored in staff lockers.

- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the manager or deputy.
- Staff should ensure that the number of the preschool is known to their immediate family and other people who may need to contact them in the event of an emergency i.e. their child's school.
- Staff will not use their personal mobile phone for taking photographs within the centre or on any outings.
- Parents and visitors will be requested not to use their mobile phones whilst on the premises.
- If staff members take their own mobile phone on any outings, for use in the case of an emergency, they will not make or receive any personal calls due to the risk of distraction.

The same rules apply to work issued mobiles, the exception being where 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 there are no children present.

Cameras and videos

- Staff must not bring their own cameras or video recorders into the centre.
- Photographs and recording of children will only be taken for valid reasons i.e. for promotion purposes, for recording children's achievements or for displays within the centre.
- Photographs or recordings of children are only taken on equipment belonging to the centre.
- Camera and video use will be monitored by the preschool manager
- Where parents request permission to photograph or record their own children at special events then permission will first be gained from all parents for their children to be included.

Smart watches

- Staff must not wear 'Smart' watches at work, they must be treated the same as staff mobile phones and locked in staff lockers during working hours.

Computers and Internet Usage

- Children do not have unsupervised access to the internet.
- Families will not be allowed to access social networking sites whilst at the centre.
- Staff report suspicious or offensive material, including material which may incite racism, bullying or discrimination to **iwf.org.uk**
- Suspicions that an adult is attempting to make inappropriate contact with a child on line are reported to **www.ceop.police.co.uk**, the Child Exploitation and Online Protection Centre
- Parents are informed of sites that 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.nch.org.uk**, **www.barnardos.org.uk**, **www.bullying.co.uk**.

Computers and on-line activities

- The designated person ensures that staff understand the risks associated with internet use and have safe use strategies in place where relevant.
- Staff will report any suspicious or offensive material, including that which may incite racism, bullying or discrimination to **www.iwf.org.uk**
- 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

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying they will discuss this with their parents and refer them to sources of help such as:

- NSPCC Tel: **0808 800 5000** or **www.nspcc.org.uk** Childline Tel: **0800 1111** or **www.childline.org.uk**

Staff use of websites and blogs

- Staff refer to HR procedures to ensure any websites or other IT publicity for work is followed.
- If staff use websites or blogs for their own purposes they ensure that the organisation is not negatively affected by their actions.
- Staff ensure that personal information is shared in accordance with the General Data Protection Regulations 2018.

Use of social media

Staff adhere to HR procedures at all times with regard to the use of social media.

- Staff understand how to manage their security settings to ensure that their information is only available to people they choose to share information with.
- Staff should be aware that comments or photographs published online are often accessible to anyone at any point and should use their judgement before posting.
- 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 are aware that images, such as those on Snapshot meant to be displayed for a short time, can potentially still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone.
- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff do not share information they would not want children, parents or colleagues to view.
- Staff should set privacy settings to block unauthorised access to personal social networking pages and to restrict those who are able to receive updates.
- Staff should report any concerns or breaches to the designated person in their Preschool.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. There may be occasions when the practitioner and family are friendly prior to the child coming into the Preschool. If this is the case the information is shared with the designated person/manager prior to a child attending and a risk assessment and agreement in relation to boundaries are agreed.

On-Line Gaming

Children do not access online games whilst in the preschool.

Use/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 is behaving inappropriately, staff advise the designated person who follows procedures for responding to allegations of harm in relation to staff.

- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's behaviour are reported as above.

This policy was adopted by	Bopeeeps Preschool Ltd	<i>(name of provider)</i>
On	April 2018	<i>(date)</i>
Date to be reviewed	April 2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Kathryn Algar	
Role of signatory (e.g. chair, director or owner)	Owner/Manager	