Date policy Created: 17/08/2021

Dated policy reviewed:

Online safety (inc. mobile phones and cameras)

Policy statement

I 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

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting, is allowed to be used by children.
- I will be responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- I will ensure that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children are only allowed to use ICT under my supervision.
- I only access the internet with children for the purpose of promoting their learning.
- I will have the responsibility to ensure that the children are safeguarded.
- Risk assessments are conducted often, and the children are regularly spoken to regarding online safety.
- Children are taught the following:
  - To only go online with permission from an adult
  - To be kind online
  - To keep personal information discreet
  - To only visit places and press things they understand
  - To tell an adult if something makes them unhappy on the internet
- I 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 secondhand 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 allowed to be used by children are located in an area clearly visible to all.
- Children are not allowed to access social networking sites.
- I will take care/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.
- Suspicions that an adult is attempting to make inappropriate contact with a child online will be reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.

- If I become aware that a child is the victim of cyber-bullying I will discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Children and parents are not permitted to use personal emails on the settings ICT.

Mobile phones – children

- Children aren't permitted to 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, it is removed and stored in [a locked drawer] until the parent collects them at the end of the session.

Mobile phones – visitors

- In an emergency, personal mobile phones may be used with my permission .
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Exceptions are made if a visitor's company or organisation requires contact with their office periodically throughout the day. Visitors will be advised to find a location away from the children, when using their mobile phone.

Cameras and videos

- 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 me.
- Parents aren't permitted to take photographs or recordings of other children in the setting, unless they are given permission from the child's parents.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised.

Electronic learning journals for recording children's progress

- I will seek permission from the parents before using any online learning journal. A risk assessment will also be completed with details on how the learning journal is managed to ensure children are safeguarded.

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/