



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Safeguarding

Online safety (inc. mobile phones and cameras)

Policy Statement

Here at Ollie's 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.

Procedures

- Our designated person (manager/deputy) responsible for co-ordinating action taken to protect children is: **Kathryn Cocks or Lorraine Slater**

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is 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 to ensure that inappropriate material cannot be accessed.

Internet access

- Children do have access to the internet but never have unsupervised access.
- If staff access the internet with children it is for the purposes of promoting their learning. Parents have access to this policy so are aware of this.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded.
- In out of school club children are taught the following stay safe principles in an age appropriate way prior to using the internet;
 - To follow School's internet safety rules by:-
 - being 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
- Children's internet usage is monitored and browsing history checked at random.
- School 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 and Ollie's staff report any concerns to them.
- If a second hand 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 for use by children are located in an area clearly visible to staff.
- 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.
- 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.
- 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 www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.
- Staff are all trained with Channel training to be aware of radicalisation and would notify the Manager if they had any concerns.

Email

- Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- 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.
- Work email addresses are used for professional purposes (see attached signed agreements)

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 [lockers or a locked drawer] until the parent collects them at the end of the session.

Personal mobile phones

- Personal mobile phones belonging to staff and volunteers are not used on the premises during working hours. Staff are permitted to use their phones in the school staffroom during lunch and on their breaks.
- At the beginning of each individual's shift, personal mobile phones are stored in the staff belongings locker and must be on silent.
- In an emergency, personal mobile phones may be used in in privacy, where there are no children present, with permission from the Manager/Deputy Manager.
- All staff and volunteers ensure that the work telephone number is known to immediate family and other people who may need to contact them in an emergency.
- If any 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, as this will distract them.
- Staff 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 must place their phone in the yellow box in the office, stating their name, date and the time they placed it in the box and out again. There are warnings signed around the entrance area. Exceptions can be made 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 (the office) where they can use their mobile phone, where there are no children present.

Cameras and videos

- Staff and volunteers must not bring their personal cameras or video recording equipment 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, whilst children are present.
- Photographs or recording of children are only taken on equipment belonging to the setting.
- The manager monitors the usage of cameras and videos in the setting.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included. Notice is given to all parents and carers that these should not be posted on social networking sites.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's registration form).
- If photographs of children are used for publicity purposes, parental consent is gained on registration so that safeguarding risks are minimised.

Social media

- Staff must not be involved in any comments/threads relating to discrimination, radicalisation, racism etc.
- If staff see any parents with alarming information regarding radicalisation they must report to the manager as soon as possible.
- 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 if they only know them through the child attending Ollie's.
- In the event that a member of staff names 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 – see agreement
- 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 conversations are had and advice in relation to boundaries is given.

Electronic learning journals for recording children's progress

- Managers seek permission from the senior management team prior to using any online learning journal. This is password protected.
- Staff adhere to the guidance provided with the system at all times – see staff agreement.

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 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/

- **Date Policy was written and agreed by all staff:**

- **Signed :**

- **Position :**