**Stratton Playgroup**

**1.6 Online safety (inc. mobile phones, cameras, tablets and any other smart devices) / Acceptable Use Policy**

**Policy statement**

At Stratton Playgroup, we take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

**Procedures**

* Our designated person responsible for co-ordinating action taken to protect children is:

Kelly Swatton (Manager) & Edwina Williams (Online Safety)

*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 they must ask permission first. An adult will always be close at hand to support the children and supervise them.
* If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy.
* The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
* Children are taught the following stay safe principles in an age appropriate way prior to using digital technologies and the internet;
* I will ask an adult if I want to use a device
* I will only use activities that an adult has told or allowed me to use.
* I will take care of the device and other equipment.
* I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong
* I will tell an adult / a leader if I see something that upsets me on the screen.
* I know that if I break the rules I might not be allowed to use a device.
* 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 unable to access social networking sites.
* Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to our designated person, who will report it to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk/). Hate crime will be reported to True Vision (which is part of the police) at report-it.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](http://www.ceop.police.uk/)**.** We tell them not to delete any picture or conversations that may be used in evidence.
* 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](http://www.childline.org.uk).
* If we think a child, young person or adult is in immediate danger, we will call the police immediately.

*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, unless for work purposes.
* Staff do not access personal or work email whilst supervising children.

*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 the office until the parent collects them at the end of the session.

*Mobile phones, cameras, tablets and any other smart devices (including smart watches) – staff and visitors*

* Personal mobile phones, cameras, tablets and any other smart devices (including smart watches)are not used by our staff or volunteers in the playroom, during working hours; but can be accessed in the office whilst on a break. Mobile phones will be stored in a secure location (filing cabinet) in the office, and are signed in and out.
* All personal smart devices (including smart watches) must be unsynced / bluetooth turned off, whilst in the playroom.
* In an emergency, personal mobile phones may be used in an area where there are no children present (such as the office or away from our premises), with permission from the manager or setting lead.
* 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.
* Visitors will be informed that if they have a mobile phone on them, it must be kept securely in the office (either in their bag / coat). We can offer to place their phone in our secure location in the office (filing cabinet).
* In exceptional circumstances, if visitors must be able to be contactable at all times, we suggest that at a minimum – their phone is only used whilst in the office, or away from the school site.
* If the visitor is likely to come into contact with the children, they will be constantly supervised by a staff member, and asked to only use their phone in the office.
* At pre-placement visits, we allow parents to access their contact list on their mobile phone, for information requested on our admission form, in the office or kitchen areas (away from the children).
* These rules also apply when visiting or supporting staff in other settings.

*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 the manager.
* 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.
* If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised.

*Social media*

* 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. There are many more disciplinary proceedings now re social media, often due to “bringing playgroup into disrepute”
* 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 should be aware of the reporting tools for each social media site they use.

Please follow- common sense guidelines

* Make sure your social media settings are switched to private – including TikTok, Instagram, Facebook etc.
* Be very careful if you do have any parents as friends or followers (genuine relationship outside of school).
* Think – how would a comment about playgroup look on social media?
* Be mindful about photos and videos you post and whether your settings allow others to “tag” you in photos and videos.
* Think carefully about whether you use your own recognisable name for your social media.

Our use of any social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

*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/

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| This policy was adopted by | Stratton Playgroup | *(name of provider)* |
| On | 02/05/2023 | *(date)* |
| Date to be reviewed | May-2024 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |

**Other useful Pre-school Learning Alliance publications**

Safeguarding Children (2013)

Employee Handbook (2012)