

## **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

### **1.6 eSafety**

#### **Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults in terms of eSafety and from the unacceptable use of mobile phones and cameras in the setting.

#### **Procedures**

Hardings Pre-School is registered with the Information Commissioner's Office (ICO) as we hold and store personal data about children and families.

We use digital cameras (which always remain in the setting).

The person responsible for eSafety in our setting is Jane McCullagh.

Information posters regarding eSafety are displayed on our noticeboard. We also have a special storybook about eSafety and online responsibility called "*Digiduck's Big Decision*" which can be used by families and accessed online as a pdf document on our website.

We also use an online eSafety review tool called "*Online Compass*" to ensure that our policies and practice are up to date and appropriate and have accreditation for our practices through this.

#### **Personal Mobile Phones**

- Personal mobile phones belonging to members of staff are not used on premises during working hours unless agreed by the manager or deputy manager.
- At the beginning of each individual's shift, personal mobile phones are stored in the kitchen area or in the individual bag.
- In the event of an emergency, personal mobile phones may be used away from the children with permission from the manager or deputy manager and with another member of staff close by.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Members of 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.

## Cameras and videos

- Members of staff must not bring their own cameras or video recorders 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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager
- 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.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form)

## Web and Social Media

- Members of staff are expected not to talk about their professional role at Hardings Pre-School in any capacity when using social media such as Facebook and Twitter
- Written permission will be requested first before photographs of children are posted on the Hardings Pre-School web site and Facebook page

## Internet and Apps

- The tablets in the setting have "Parent Controls" set up on the Internet browser tab.
- The App store is password protected so children cannot access and download anything.
- All apps installed on the tablet are downloaded and checked by staff for suitability before the children are allowed to use them
- Staff laptops are not accessible to children so they are not able to access the wider Internet on any device
- The children's laptop does not have Internet access on it

This policy was adopted at a meeting of	Hardings Pre-School	(name of provider)
Held on	October 2016	(date)
Date to be reviewed	October 2017	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	