1.6 Online safety (inc. mobile phones, cameras and devices that capture images/video)

Policy statement

We take steps to ensure that there are effective procedures in place to protect children from the 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:
  Sophie O'Sullivan

Information Communication Technology (ICT) equipment

- All ICT equipment is safe and fit for purpose.
- Staff ensure that safety settings are set to ensure that inappropriate material cannot be accessed on ICT equipment.

Internet access

- Children never have unsupervised access to the internet.
- All staff have responsibility for ensuring that children and young people are safeguarded.
- Children are taught staying safe principles in an age appropriate way prior to using the internet;
- Staff 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.
- All ICT equipment for use by children is 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, bullyinh or discrimination to True Vision at report-it.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child online is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk**.**
- 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.

Email

- Children are not permitted to use email in the setting.
- Staff do not access personal or work email whilst supervising children.
- Staff send children's personal information by encrypted email and share information securely at all times.

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 cupboard until the parent collects them at the end of the session.

Mobile phones – staff and visitors

- Personal mobile phones are only used on breaks in the staff room or in the office on the premises during staff working hours. They will be stored in a personal locker at all other times.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- 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 a mobile phone on outings, for use in case of an emergency, they must not make or receive personal calls.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception 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 where they can use their mobile phone, where no children are present.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Staff are permitted to wear smart watches in the setting. To protect children's privacy, any camera or recording functions must be switched off where the device allows. Smart watches should not be used during working hours, including for messaging, calls or other notifications.
- If it becomes apparent that a smart watch is being checked frequently or is causing distraction from practice, this allowance may be reviewed.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, for displays within the setting and for use on social media and in advertising 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.

Social media

- 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.
- 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 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.

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).

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	