**E Safety Policy for Barton Preschool Nursery Early Bird and Stay ‘n’ Play Club (in association with the PLA)**

**E.safety procedure (including mobile phone and camera use)**

**The Pre-school Learning Alliance recognises that modern day technology plays a useful and important role in our day to day work with children and families. Whilst the use of information communication technology (ICT) including videos, mobile phones, computers and digital cameras offers many positive benefits, there are some risks associated too. The organisation will take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of ICT or exposure to inappropriate materials**

**General**

 Only ICT equipment belonging to the preschool is used by staff and children.

 The managers, and the deputy, is responsible for ensuring that ICT equipment is used only for its intended purpose and that it is safe and fit for that purpose.

 All computers will have suitable virus protection installed

 Where children and parents have access to the Internet, the manager will ensure that safety mechanisms will be set to ensure they cannot access inappropriate, sexually explicit or harmful material.

 All computers for use by children and parents will be sited in an area clearly visible to staff

 All children utilising ICT equipment in the preschool will be supervised.

**Free Wifi is not to be used to share any data sensitive to the business under any circumstances.**

**Personal Mobile Phones**

Staff’s personal mobile phones are not used on the premises during working hours. At the beginning of each individual’s shift personal mobile phones are stored in the staff room.

 In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the centre manager or deputy.

 Staff should ensure that the number of the preschool is known to their immediate family and other people who may need to contact them in the event of an emergency i.e. their child’s school.

 Staff will not use their personal mobile phone for taking photographs within the preschool or on any outings.

 Parents and visitors will be requested not to use their mobile phones whilst on the premises, this includes all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras

o If staff members take their own mobile phone on any outings, for use in the case of an emergency, they will not make or receive any personal calls due to the risk of distraction.

The exception being where 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 there are no children present.

 Children should not bring mobile phones with them to the preschool

**Cameras and videos**

 Staff must not bring their own cameras or video recorders into the setting.

 Photographs and recording of children will only be taken for valid reasons i.e. for record keeping purposes or for displays within the setting.

 Photographs or recordings of children are only taken on equipment belonging to the setting.

 Camera and video use will be monitored by the manager

 Where parents request permission to photograph or record their own children at special events then permission will first be gained from all parents for their children to be included.

**Computers and Internet Usage**

 Children are encouraged to develop their IT skills in a safe environment on a computer that is sited in an area clearly visible to staff.

 Children will not be allowed to access social networking sites whilst at the centre.

 Staff will report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to iwf.org.uk

 Suspicions that an adult is attempting to make inappropriate contact with a child on line is reported to **www.ceop.police.co,uk**, the Child Exploitation and Online Protection Centre

 Parents are informed of sites that will support children’s use of the internet at home such as:

o **www.thinkuknow.co.uk**: the UK Government website with advice for parents on how to keep children safe online

o **www.ceop.police.uk**: Child Exploitation Online Protection Centre (CEOP) is the Government body dedicated to eradicating abuse of children. Concerns about inappropriate contacts between a child and an adult, including online, can be reported directly to CEOP.

o **www.iwf.org.uk**: the Internet Watch Foundation (IWF) works to remove illegal material from the internet. Any material believed to be illegal e.g. child sex abuse images, other obscene material or material which incites racial hatred, can be reported to the IWF.

o Specialist websites containing general advice that may be of help to parents include **www.nspcc.org.uk**, **www.nch.org.uk**, **www.barnardos.org.uk**,**www.bullying.co.uk**.

**Cyber-bullying and on-line experiences** (older children)

‘*Different kinds of online experiences are appropriate for children of different ages. It is up to individual parents (and, as they get older, young people themselves) to make decisions about what is appropriate. Some online experiences might be harmful to some children but not others. Because the question of what we are trying to protect children from at different times is so complex, we believe that what really matters is that everybody is clear about the role they are playing at any particular time. This means service providers making it clear what is acceptable on their services and users, including parents, children.*

**Computers and on-line activities**

 Families will be encouraged to access the resources at www.thinkyouknow.co.uk

 Internet access will be monitored and safety centres will be set to disable access to inappropriate, sexually explicit or harmful material.

 Staff will report any suspicious or offensive material, including that which may incite racism, bullying or discrimination to www.iwf.org.uk

 Any suspicions that an adult is attempting to make inappropriate contact with a child on-line will be reported to www.ceop.police.uk**:** the Child Exploitation and Online Protection Centre

**Cyber Bullying**

If staff become aware that a child is the victim of cyber-bullying they will discuss this with their parents and refer them to sources of help such as:

o NSPCC Tel: **0808 800 5000** or **www.nspcc.org.uk**

o Childline Tel: **0800 1111** or **www.childline.org.uk**

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