Acorn Playgroup and Pre-school

From little acorns, great oak trees grow

E-safety and Social Media Use (including all electronic devices with internet capacity)

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter which allow them access to content and communications that could raise issues or pose risks. The issues are:

Content – being exposed to illegal, inappropriate or harmful material

Contact – being subjected to harmful online interaction with other users

Conduct – personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment

- The setting manager ensures that all staff laptops have up-to-date virus protection installed.
- Tablets are used for termly topic-based learning and the purposes of observation, assessment and planning and to take photographs for individual children's learning journals.
- Tablets are always stored securely when not in use.

Internet access

- Children never have unsupervised access to the internet.
- Only reputable children's sites with a focus on early learning are used (e.g. CBeebies).
- Children are taught the following principles in an age appropriate way:
  - only go online with a grown up
  - be kind online **and** 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
- Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.

- 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.

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Personal mobile phones – staff and visitors (includes internet enabled devices)

- Personal mobile phones and internet enabled devices are not used by staff during working hours. This does not include breaks where personal mobiles may be used off the premises.
- Personal mobile phones are stored in a lockable filing cabinet in a secure area.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors are not allowed to use their mobile phones on the premises. Visitors are advised of a private space where they can use their mobile.

Cameras and videos

- Members of staff do not bring their own cameras or video recorders to the setting.
- Photographs/recordings of children are only taken for valid reasons, e.g., to record learning and development, or for displays, and are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. If one parent/carer advises that they do not provide permission, then photographs are disallowed for everyone. Parents/carers are told they do not have a right to photograph or upload photos of anyone else’s children.
- Photographs/recordings of children are only made if relevant permissions are in place.

Smart Watches

- Any person wearing a smart watch within our setting must have this covered and have notifications turned off while on site. If this is not adhered to the smart watch must be removed and placed in a secure place in the office.

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure Acorn Playgroup and Pre-school is not negatively affected by their actions and they do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- report any concerns or breaches to the Designated Safeguarding Lead (DSL) in their setting

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the Designated Safeguarding Lead (DSL) who follow procedures in Allegations against staff, volunteers or agency staff.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023