**Internet safety policy**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of **I**nformation **C**ommunication **T**echnology (**ICT**) or exposure to inappropriate materials in the setting.

We recognise that during the academic year there are a number of occasions when staff members and parents/guardians/carers will want to record images of the children that attend the setting. Such occasions include Pre-School event's,school trips and sporting events. We will try to do everything that we can reasonably do to meet our parents/guardians/carers and our own wishes to record events in the life of the pre-school and of a child’s time here, subject to the following limitations and safeguards:

* Parental/guardian/carers consent must be respected
* Children at risk must be protected, without being disadvantaged or excluded.
* Operational decisions on whether a child or group of children cannot be photographed rest with the manager or the deputy in the case of the manager not being present. Those decisions should be respected.
* It is parents/guardians/carers responsibility to take care in how they share or publish photographs of their children, whether taken at the school or elsewhere making sure no other children are in the picture unless consent is gained for the other child’s parent or guardian or carer.
* To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

**Information, Communication Technology (ICT) equipment**

* Only ICT equipment belonging to the setting is used by staff.
* The manager ensures that safety settings are set so that inappropriate material cannot be accessed.
* Children do not normally have access to the internet and would never have unsupervised access.
* Staff can access the internet with children for the purposes of promoting their learning.
* All staff have responsibility for ensuring that children and young people are safeguarded in relation to online safety.

Children are taught the following stay safe principles in an age appropriate way prior to using the internet:

1. Only go online with a grown-up
2. Be kind online
3. Keep information about me safely
4. Tell a grown up if something makes me unhappy on the internet.

If a secondhand computer is purchased or donated to the setting, the manager will ensure that no inappropriate material is stored on it before children use it.

Children are not allowed to access social networking sites.

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.

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.

The manager 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 cyberbullying, 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.

Parents/guardians/carers and staff are not normally permitted to use setting equipment to access personal emails. Staff do not access personal or work email whilst supervising children.

Staff send personal information by encrypted email and share information securely at all times.

**Mobile Phones / Tablet Devices – Staff and visitors**

Personal mobile phones / tablet devices are not used by our staff on the premises during working hours (unless previously agreed with the manager or deputy). At the beginning of each individual’s working hours, personal mobile phones / tablet devices are to be muted and left in agreed secure zones (In the office). In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager or deputy (for clarification purposes – the Pre-School’s office) the Pre-School phone number can be called in working hours for emergencies also. Staff and volunteers ensure that the setting telephone number is known to family and other people who need to contact them in an emergency.

If members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls, or take photographs of children. The only exception to staff taking photographs on their personal mobile phone would be in the event of an accident in which photographic evidence is required to inform a health and safety investigation and no other form of recording device is available. Parents/guardians/carers and visitors are requested not to use their mobile phones / tablet devices whilst on the premises. There is an exception if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Should visitors need to use their mobile phone / tablet devices they can do so in the office where there are no children present.

**Cameras and videos**

Our staff and volunteers must not bring their personal cameras or video recording equipment 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, with written permission received. Such use is monitored by the manager. Where parents/guardians/carers request permission to photograph or record their own children at special events, general permission is gained from all parents/guardians/carers for their children to be included. Parents/guardians/carers 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/guardian/carers consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

When photographing or videoing children, the staff will:

1. Ensure that parents, guardians or carers of children have signed and returned the parental consent form.
2. Ensure all children are appropriately dressed.
3. Avoid naming children. If a name is required then the first name only (or initials) should be used.
4. Use photographs or videos that represent the diversity of the children participating.
5. Report any concerns relating to any inappropriate or intrusive photography to the manager.
6. Remember the duty of care and challenge any inappropriate behaviour or language.
7. Not use images that are likely to cause distress, upset or embarrassment;
8. Regularly review stored images and delete unwanted material, in accordance with the preschool’s Data Protection Policy.
9. Ensure that photographs shown on displays and video clips available during open or parent’s evening should depict children in an appropriate way.

**Photography or recording at special events**

Parents must give their consent before any images may be recorded of their child, either by parents/guardians/carers and staff, using the relevant section of the Registration form. Parents/guardians/carers are asked to give their consent when a child joins the pre-school, but consent can be changed at a later date. Any parents/guardians/carers wishing to change their consent at any other time should contact the office. If a parent/guardian/carer has asked that a child not be photographed/videoed, all efforts must be made to ensure that the child is not photographed/videoed. If the child is inadvertently caught on camera, whether by the pre-school, parent/guardian/carer or third-party, the image shall be destroyed.

If a child for whom photographic/video consent has been declined is involved in a whole preschool event, efforts will be made to ensure that that particular child is not photographed/videoed. Photographs taken by parents/guardians/carers and family members purely for personal use are exempt from the Data Protection Act. Photographs and other images taken by pre-school staff may be covered by the Act, including images caught by CCTV. In these cases it is the pre-school’s responsibility to abide by the legislation.

In some cases, child protection considerations may impact upon a decision to allow photography/videoing by parents/guardians/carers or staff and the following guidance should be read accordingly:

* Whether or not a particular Pre-School event can be photographed will be the decision of the manager or deputy in the case the manager isn’t present. Photography by parents/guardians/carers and other visitors to the
* Pre-School will be allowed only when the managers/deputies permission has been given. The leader will inform parents/guardians/carers of the status of such events beforehand.
* At events for which parents of all children participating have given consent, photography/videoing may take place during the performance, if the manager feels that it will not disrupt the smooth running of the event, reduce audience enjoyment, or compromise health and safety, and if there are no additional safeguarding concerns. Otherwise, photography will take place at the beginning or the end of the event.
* At large group events (for example, the Christmas performance and the Sports Day) photography may not be allowed during the event. For such events the Pre-School will endeavour to make other arrangements with regard to photography/videoing.
* If a parent is unable to attend a particular event at which photography has been permitted, and wishes another individual to take a photograph of their child, they should inform the Pre-School in writing in advance, stating the name of the individual whom they wish to take the photograph.
* If a parent wishes to take a photograph of their child with another child or children (for example with a friend or with a small group of children), this will be permitted with the consent of the parents concerned. Images of other children must not be loaded onto social networking sites or otherwise made publicly available.
* If a parent is found to be in breach of the conditions of this policy they will be asked to delete the images or material from their device and may be asked to leave the event.

**Photography by media and other external organisations**

On occasions external organisations (e.g. a local newspaper) may wish to publish images of pupils. In cases where photographic images are to be used by third parties, e.g. newspapers, television broadcasts or on websites, permission of the parents concerned will be obtained before permission is given for the images to be used, and first names only will be published. If any parent does not give permission for their child’s name to be printed then consideration could be given to publishing the photograph with no names.

**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. Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct. 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(s) in their setting. Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

**Electronic learning journals for recording children’s progress**

The Pre-School’s manager ensures that the learning journal system is managed to ensure children are safeguarded. Only the relevant parents can be linked to view their child’s records through a password system.

The Pre-School’s manager ensures that children’s records are linked to the correct key person(s).

**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 another staff member or other person is behaving inappropriately, the Safeguarding 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 another staff member or others’ behaviour are reported (as above).

**EYFS requirement**

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.

**Rights of the Child**

Article 16: Every child has the right to privacy. The law should protect the child’s private, family and home life.

Legal framework – Data Protection Act 1998

Further guidance and publications

NSPCC and CEOP Keeping Children Safe Online training: www.nspcc.org.uk/what-you-cando/get-expert-training/keeping-children-safe-online-course/

Safeguarding Children (2013).

The policy was created September 2021 and reviewed 29th September 2022

Bryony Smith – Chair of Windmill Pre-School Management Committee

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Claire Baker – Manager of Windmill Pre-School

