

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Child Protection

MOBILE PHONE AND OTHER MEDIA/ELECTRONIC DEVICES ONLINE SAFETY

Mobile Phones

It is the policy of Kloisters Kindergarten to ensure there are effective procedures in place to protect the safety and welfare of all children in our care, young people, and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

We operate a policy that **all** staff mobile phones are kept in the Managers office, never on themselves during working hours, unless it has previously been authorised by a senior member of staff for a specific reason.

Personal mobile phones cannot be used when in the presence of children. If a member of staff is expecting an important call they may give the nurseries number, in the same vein staff members are able to give the number to friends and family for contact in emergencies.

Mobile phone calls may only be taken at staff breaks or in staff members' own time unless it has been agreed by a senior member of staff for a specific reason.

Staff (will need to) ensure that managers have up to date contact information.

Only ICT equipment belonging to the setting is used by staff and children. Members of staff will not use their personal mobile phones for taking photographs of children on outings.

The Manager is responsible for ensuring all ICT equipment is safe and fit for purpose all computers have virus protection installed.

The statutory guidance listed in the Statutory Framework for the Early Years Foundation Stage states that providers should take contact numbers and a mobile phone on outings. As part of the Risk Assessment for Outings and our Outings Policy it states that a mobile phone (Kindergarten mobile) must be taken with them for emergencies only.

Parents and visitors are requested (mobile phone NO use notice is displayed at the entrance to the nursery) not to use their mobile phones whilst on the premises especially if they are viewing the nursery or simply collecting or dropping off their child at the nursery. Parents who are staying for a period of time or visitors to the setting are requested to leave their mobile phones in the office for safeguarding reasons.

Digital cameras/24 hr recording equipment & ICT equipment

Kloisters provides the use of digital cameras/tablets & computers for staff and children as well as Internet facilities for staff members to use that provides opportunities to enhance education by helping with activities/planning or for education/providing information whilst with a child on the office computers.

We ensure that we obtain written consent from our parents/carers to take and share children's photographs on our 24/7 recorded CCTV system, Website, and closed Facebook page as well as for publicity reasons etc (found on the child's individual childcare registration form and in our Privacy Policy and our Image and Video Consent Form).

Staff must only use the settings own digital camera's/tablets to take any photographs and these must be downloaded regularly to the office computer or laptop that is kept in a lockable cupboard.

Photograph 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 for parents (registration forms).

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 the right to photograph anyone else's child or to upload photos of anyone else's children.

Children do not normally have access to the internet and never have unsupervised access.

Other user's files on the office computers will not be accessed without their permission and computers used only for agreed reasons.

Computer pen drives will not be used without prior permission and permission will be requested before using the Internet.

E-mail correspondence will only be viewed and actioned by a Manager and will be directed only to people who have been approved and no personal email addressed will be used for correspondence for business purposes.

Computer files may be checked and the internet sites visited may be monitored.

Kloisters operates a 24/7 recorded CCTV system.

If any records are stored offsite, permission needs to be sought from Ofsted (good practice to have in writing).

The office computers are backed up on site in case of computer malfunction and as we now lease the computers/printers in the office we are covered by a remote access service for any issues that need sorting.

Childcare/funding agreement forms where signed and agreed by parents/carers to allow the Kindergarten to share information with local Children Centre's and the information supplied will be held in an electronic format by Medway Council and may be compared to data from other childcare providers and be used for statistical purposes.

Confidential records where no longer required are shredded and safely disposed of in the bins provided (collected weekly by Equinox Re-cycling) and other records that have retention periods are stored in storage bins in the electrical cupboard.

Social Networking sites

Social networking sites should not be accessed via a work computer.

Staff should at no times post anything regarding children, their parents/families or other staff at the setting and staff observe confidentiality and refrain from discussing any issues relating to work.

No photographs from the setting may be used, or ones which identify the setting or children from the setting.

No photographs of other members of staff are to be used without their consent.

Anyone posting remarks, which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.

Maintain professionalism whilst using social networking sites.

Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make the DSL (Nikki Bromley and/or April Jones) aware inline with the Safeguarding Children and Child Protection policy. 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).

All staff must put their belongings in the staff areas provided, also the Kindergarten cannot be made responsible for any items lost or stolen.

If this policy has been agreed and not adhered to, disciplinary procedures will be followed (refer to disciplinary policy).

Policy links – Safeguarding Policies inc Child Protection, Confidentiality Policy, Equal Opportunities Policy, Staff Handbook, Disciplinary Procedure, Induction Procedure, Working in Partnership with other Agencies, Children's Records, Providers records, ICO, Childcare Agreements Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	1.07.18	<i>(date)</i>
Date to be reviewed	12/2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	
Role of signatory (e.g. chair, director or owner)	Manager	