

# 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/smart watches are kept in the Managers office, either turned off or on silent and not accessed during working hours, unless it has previously been authorised by a senior member of staff for a specific reason. In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.

Mobile phones/smart watches can only be used on a designated break and then this must be away from the 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.

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

Our office computers are brand new rentals and have a service agreement attached with Compute4u and full support package (Monday – Fridays).

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.

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 of which there are 4) must be taken with them for emergencies only.

Members of staff will not use their personal mobile phones/smart watches for taking photographs of children on outings.

Parents and visitors are requested (mobile phone NO use notice is displayed at the entrance to the nursery) not to use their mobile phones/smart watches 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/smart watches and/or camera's in the office for safeguarding reasons.

## **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 until the parent collects them at the end of their session.

## **Digital cameras/24 hr recording equipment & ICT equipment**

Kloisters provides the use of digital cameras/i-pads & 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/i-pads 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.

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

- only go on line with a grown up
- be kind on line
- 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

Practitioners 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.

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.

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).

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 Veolia) and other records that have retention periods are stored in storage bins in the electrical cupboard.

### **Email**

Children are not permitted to use email in the setting and parents and staff are not permitted to use setting equipment to access personal emails.

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 addresses will be used for correspondence for business purposes.

Staff do not access personal or work email whilst supervising children.

Staff make sure when sharing information that the information is secure at all times.

### **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 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. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

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 issued 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.

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](http://www.iwf.org.uk).

Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make the DSL (April Jones and/or Ashleigh Elmer) aware in line 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.

Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).

The practitioners ensure that they 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 NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

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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.

We ask parents to adhere to all of the above, and ask that if parents have a query, concern or complaint to contact the nursery directly and not contact any member of our team through social media, as this is a breach of our policy.

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

*Policy links- All Safeguarding Policies, 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, Keeping children safe in Education (2019)*

NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).

This policy was amended by	Kloisters Kindergarten	(name of provider)
Reviewed on	11/2020	(date)
Date to be reviewed	11/2021	(date)
Signed on behalf of the provider	-	

Name of signatory

Mrs L Waters

Role of signatory (e.g. chair, director or owner)

Nursery Manager