



EYFS Statutory Requirements – page 16 section 3.4

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Policy Statement

At Warwick Community Playschool we believe that children have the right to the best start in life. We believe we can do this by promoting the welfare of all children. It is the responsibility of all staff, students, volunteers and the committee to do this. We aim to ensure all children feel listened to and feel secure during their time at playschool. All staff will be trained to ensure that they are able to identify welfare concerns and how to take appropriate action to address concerns. A child's welfare is paramount.

Technology is an essential element in 21st Century life and part of the curriculum that the children receive. It is essential children, parents and staff are all aware of how this valuable resource is to be safely used. This document has been written to ensure that staff, parents and children know what constitutes acceptable use of these technologies and to create and maintain an e-safe culture, in line with our Safeguarding, Child Protection policy, It is intended to make clear what we can and can't do, what we will do, how the technologies use is monitored, and sanctions for misuse.

Procedure: Staffing

Our Designated Person who co-ordinates child protection issues is:

Joanna Ludlam supported by **Rachel Giles**

Our Designated Officer (a committee member) who oversees this work is:

Nikki Thomson

Procedure: Use of Technology

- Any allegations of misuse of technology in relation to children must be reported to the designated person.
- We must ensure that children are protected and supported in their use of technologies so that they know how to use them in a safe and responsible manner. Children should know what to do in the event of an incident.
- Staff should use electronic communication in an appropriate way that does not breach the Data Protection Act 1998. Staff must maintain confidentiality

and not disclose any personal information (other than any emails to the Local Safeguarding Children's Board)

- Any devices used to store information about the setting must be password protected or encrypted.
- All children will be taught how to use technology in a safe and appropriate way.
- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Procedure: Use of Mobile Phones and Devices

At Warwick Community Playschool, staff can bring in personal mobiles and devices. During sessions when children are in, these devices are to be left in staff areas, such as lockers or the office. We ask that parents and visitors do not use their mobile phones in any room where a child may be. The playschool is advertised as a no phone zone. Where the manager has asked staff members to use personal mobiles (for example, on a visit or outing) staff must not make or receive personal calls or take photographs of the children. Smart watches are not permitted to be used if they can take photos or answer/make calls.

Visitors are requested not to use their mobile phones whilst on the premises. We make an exception if 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 no children are present. These rules also apply to the use of work issued mobiles, and when visiting or supporting staff in other settings.

Staff, volunteers and students ensure that family members and others who may need to contact them have the playschool telephone number.

The setting is not responsible for any theft, loss or damage of any personal device.

Children should not bring mobile devices into the setting. If they are found to have one they will be removed from the child and stored in the office and returned to parents at the end of the session.

Procedure: Use of Video Cameras, Cameras and iPads

No images may be taken of children on mobile phones.

Cameras, video cameras and iPads will be used by staff to support the children's development, to create a pictorial diary of the children's time at playschool and used on displays within the setting. Parents must sign a consent form based on the use of photographs and videos.

Warwick Community Playschool may also use images to help promote and market the setting. In this instance, parents/carers will be asked for written permission with an explanation of how the image will be used. Any image without permission will not be used.

Once images have been printed, they will be stored on either disc or back up device until the children leave our setting.

The playschool has its own camera. Where staff need to use their own equipment, these need to be transferred and deleted from the camera before the member of staff takes it away from the setting.

Each staff member has their own iPad provided by the playschool. These are passcode protected. Staff sign to say that they are responsible for their responsible use. Staff will use iPads for children to watch clips on, however this will not be for extended periods. Young children should have a maximum of one hour screen time a day, this includes being at home. Children will only have access to age appropriate apps and content.

Staff record observations on Tapestry, an online learning journal. Each journal is password protected for parental use and staff have their own passwords. The manager oversees what is being put onto tapestry and how parents are using the journal. At the beginning of each year, a letter will be sent to parents outlining the use of tapestry along with a booklet of how to safely use Tapestry for observations.

Any online platform used to support the setting will be checked by the manager to ensure that it protects staff, children and families in line with data protection laws and our safeguarding policies.

Any student using images as a part of their work must seek the managers permission and the parents/carers permission. Both the families and the setting have the right to review any images before submission and withdraw their consent.

Permission from parents will be sought at the start of every year to include their children in photos that may be included in learning journeys belonging to other children.

Parents and family members are not allowed to take photos and videos on personal devices. They can ask a staff member to do this for them.

Procedure: Use of Computers and the Internet

At Warwick Community Playschool we have access to laptops and ipads which are used by the staff and a computer in the main room for children. Staff may use the laptop as it has an internet connection to support the children's learning. This access must be supervised by a member of staff. Children will not have unsupervised access to the internet. The computers in the main rooms do not have access to the internet, but has access to software that is suitable for children.

All staff laptops have a password and are part of the encrypted school network. Staff must only use the laptops for playschool work. Laptops must be virus protected and checked regularly.

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

Designated persons 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. The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.

If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it. All computers for use by children are located in an area clearly visible to staff. 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 on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk. The designated person 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 cyber-bullying, 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.

Children are not permitted to use email in the setting. Parents 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.

Procedure: Social Networking Sites

Social networking sites are in the public domain. We ask that staff think carefully about the information they provide on such websites and the way in which it can be manipulated when published. Staff and families are asked not to publish any photos or information about the setting on their personal social networking site.

Staff may wish to consider full privacy settings to prevent anyone other than personal friends accessing private information on social networking sites. Staff will ensure that they do not post anything online, or in an email or text that may damage their personal professional reputation, the reputation of colleagues or bring the playschool into disrepute. If there is evidence to suggest this has occurred, disciplinary action may be undertaken against the staff member.

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. Staff should not accept service users, children or parents as friends due to it being a breach of professional conduct. 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.

Procedure: Using Photographers

- Warwick Community Playschool will provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Follow the policy in relation to visitors on site.
- Do not allow unsupervised access to children or one-to-one photo sessions at events.
- Do not allow photo sessions away from the event, for instance at a young person's home.

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 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).

Procedure: The Event of Inappropriate Use

If a member of staff is believed to have misused technology in an abusive or illegal manner, a report must be made to the manager or Chair of the Committee (Nikki Thomson) immediately. The Allegations Against Staff Policy will then be followed.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed in October each year.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.