

St Marychurch Pre-school

Online Safety and acceptable use of mobile phones, cameras and social networking sites policy

Statement of intent

We believe the safety of children within our setting is of the highest priority and to this end we understand that a wide range of rapidly developing communications technologies, such as the use of cameras, mobile phones, email, websites and social networking sites within the pre-school is an essential and integral part of everyday life and has the potential to enhance learning. St Marychurch Pre-school currently considers the benefits of using such technologies for education outweighs their risks or disadvantages and should be used in a positive and responsible way. However, practitioners, parents and children need to be aware of the risks associated with sharing images and with posting digital images on the internet. These images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

Aim

The Pre-school does not allow the use of mobile phones, any recording device or personal technical equipment such as lap tops, iPads or information to be sent by email, blog, social networks, without prior permission of the manager or chairperson. We aim to ensure a safer and appropriate use of such forms of communication through agreed acceptable use of procedures. This is to be in line with legislative requirements and will aim to respect the rights of all individuals.

Methods

Social networking sites

- The website/email/social networking usage will apply to all individuals who are to have access to and/or be users of work-related laptop equipment and other devices. This will include parents, carers, practitioners, the manager and committee members. This list is not to be considered exhaustive.
- The website/email/social networking policy usage will apply to the use of any equipment receiving and forwarding any communication.
- All personal/sensitive data cannot be sent via email or transferred on other devices unless they are (encrypted/encoded). This includes any data related to a practitioner or children.
- Photographs published on emails or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.
- Children's full names will not be used anywhere on a website, blog, social networking sites, particularly in association with photographs. No faces of children will be shown on any of these forms of communication.
- We maintain a list of children whose parents do not wish their image to appear on our website or be distributed outside of the building in which the Pre-school operates. The photographs may be used within the building.
- All practitioners must ensure they comply with the Data protection by making sure that all personal data is kept safe all times, minimising the risk of its loss or misuse. Should there be any breach in security parents will be informed.
- When using emails/blogs or social networking sites users need to be aware that such communications may be monitored. Users must report immediately to the Manager or Chairperson, the receipt of any email/blog or social networking communication that makes them feel uncomfortable, is offensive, threatening or bullying in nature and they must not respond to any such form of communication.
- Employees should be careful that comments cannot be perceived as damaging to the Pre-schools reputation and should not assume that their entries on any website will remain private and they should never send or post abusive or defamatory messages, even if this occurs outside of working hours.
- Any digital communication between practitioners and children, or parents and carers (such as email, chat, blog, social networking communication) must be professional in tone and content. These communications may only take place on the officially monitored lap-top or equipment agreed by the

Manager or Chairperson. Any sensitive personal information should not be posted on the Pre-school website.

- Unacceptable and inappropriate activities should not be engaged in, within the Pre-school context and users should not engage in these activities in Pre-school or outside Pre-school when using equipment or work associated with the Pre-school.
- Should an inappropriate comment or photograph be placed by a parent/practitioner on an email, or on a website/social networking media site then the site will be shut down for a period of time whilst the matter is being dealt with.
- Employees should also give careful consideration as to who is accepted as a 'friend' on social networking sites, in case this may lead to an employee finding themselves in a compromising situation.
- If a family and any practitioner, apprentice, volunteer are friendly prior to the child coming into the setting they need to inform the Manager/Deputy Manager prior to attending.
- St Marychurch Pre-school expects high standards of its employees in regards to professional and personal conduct.

Curriculum

- Use of the internet during the Pre-school session by the Manager and Deputy Manager to show children sites to enhance the curriculum is allowable but children never have unsupervised access.
- Use of video broadcasting such as information contained on YouTube and the use of social networking sites and blogs is to be acceptable to the Manager and Chairperson and carried out by authorised users.
- All practitioners are allowed to take digital and video images to support educational aims, but must follow the Pre-schools policy concerning the sharing, distribution and publication of those images. Those images should only be taken on Pre-School equipment, the personal equipment of practitioners, including mobile phones, should not be used for such purposes without the permission of the Manager or Chairperson.
- Care should be taken when taking digital and video images that children are appropriately dressed and are not participating in activities that might bring the individuals or the Pre-school into disrepute.

When using communication technologies St Marychurch Pre-school considers the following as good practice:

Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals or comments that contain or relate to:

Images of child sexual abuse

Promotion or conduct of illegal acts, such as under the child protection, obscenity, computer misuse and fraud legislation

Pornography or adult material that potentially breaches the Obscene Publications Act in the UK

Promotion of any kind of discrimination, racial or religious hatred

Threatening behaviour, including promotion of physical violence or mental harm

The use of any other information which may be offensive to anyone associated with the Pre-school, or brings the Pre-school into disrepute.

Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions

Revealing or publicising confidential or information such as financial, personal information, unless agreed by the Manager or Chairperson.

Databases, computer network access codes and passwords

Creating and using computer viruses or other harmful files

On-line gambling

On-line shopping/commerce and use of social networking sites must be acceptable to the Manager and Chairperson

Mobile phone

- The use of mobile phones is not allowed during pre-school hours, on the premises either indoors or outdoors without the knowledge of the Pre-school Manager/deputy manager and will only be used within a designated location where no children are present
- The mobile phone which is the property of St Marychurch is excluded from this ban. This phone is required as a point of contact for parents and other person during pre-school hours, both indoors and is part of the emergency toolkit when taken on outings.
- The Pre-school mobile is a back-up facility should the landline facilities be unavailable and when the pre-school is using the garden area.
- Only authorised individuals are to have access to the work mobile and it is stored securely when not in use.
- All parents and visitors will be advised of this policy as they enter pre-school.
- The Manager/Deputy Manager will ensure all mobile phones belonging to staff/parents/visitors are to be stored in a locked cupboard during their visit.
- If parents or visitors need to use their mobile phone will be asked to use a designated location where no children are present. Those visitors working under a 'lone working policy' who need to contact their office periodically throughout the day will discuss the matter with the Manager/Deputy manager on arrival.
- Practitioners, apprentices and volunteers ensure their families and others know the settings telephone number in case they need to be contacted in emergency.
- If practitioners, apprentices and volunteers take their mobile phone on outings, for use in case of emergency, they are required not to receive or make personal calls, or take photographs of any children.
- Mobiles phones/cameras are not allowed to be brought in by children, however, if a child is found to have a usable mobile phone or ICT device this will be removed and stored safely until the child is collected.

Camera and Images

- The camera and imaging usage will apply to all individuals who are to have access to and/or be users of work-related photographic equipment. This will include children, parents, carers, early year's practitioners and their managers, committee members, visitors and community users. This list is not to be considered exhaustive.
- The camera and imaging usage will apply to the use of any photographic equipment, including the storing and printing of images.
- The policy complies with the requirements of the Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and other relevant Acts regarding the taking and use of photographic images of children.
- All images will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:
 - Fairly and lawfully processed
 - Processed for limited, specifically stated purposes only
 - Used in a way that is adequate, relevant and not excessive
 - Accurate and up to date
 - Kept on file for no longer than is necessary
 - Processed in line with an individual's legal rights
 - Kept securely
 - Adequately protected if transferred to other countries

The use of personal photographic equipment and personal USB sticks is to be banned within pre-school All photographs taken must be available for scrutiny and everyone must be able to justify any images in their procession.

All images must be stored safely

All practitioners have a duty to report any concerns relating to potential misuse and practitioners will follow the procedures on the Whistle Blowing Policy

All parents will give signed consent for photographs to be taken under agreed itemised areas of their children on enrolment.

No identifying information will appear next to a child's displayed photograph.

Parents and carers will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose, without express permission, will be a breach of the Data Protection Act 1998.

Visitors who are wearing wrist watches with a recording capability are informed that these must be stored in the lockable cupboard.

It is understood that the posting of images on websites may raise concerns but the value offered by websites also needs to be appreciated. No faces will be identified on websites, or Facebook without prior clearance from the Manager, to take into account those children whose parental consent has not been given for such publication.

Online Journals (or paper journals) are constructed by the Pre-school practitioners and are provided for the benefits of the individual child and their parents or carers. Parents/carers must be aware they are not permitted to 'publicise' another child's photograph without the agreement of the parent or carer of the child concerned, nor to share, distribute or display images without the relevant authorisation and consent from the parents and carers of all children captured in any of the photographs contained in the online journals/paper journals.

Where written consent is gained and practitioners use photographs within their training portfolios these will be monitored in their taking, making and any use of such images, by designated safeguarding lead for the pre-school. Any images which are to be deemed unsuitable for any reason will not be included and the designated safeguarding lead will deal with the matter appropriately.

Images are to be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity. All images are to be stored and disposed of in line with the Data Protection Act 1998. All photographs will only be stored on portable storage devices for a temporary period and all photographs will be shredded/deleted.

The Manager and or Chairperson will authorise all access rights and then all users agree to use appropriately ensuring confidentiality at all times. Systems are accessed by passwords. Passwords are changed immediately if a staff member is aware that an unauthorised person has learnt the password.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.