



Clutton Playgroup

On Line Policy (Internet Safety)

Clutton Playgroup is committed to safeguarding children and adults. We are aware that an On Line policy is a legal requirement and must cover all forms of information and communication technology (ICT). This will enable all adults and children to communicate and learn to use ICT safely. Our procedures will be clear, agreed and respected by everyone including staff and parents. It will recognise the safety and risks as well as the immense value of ICT. The designated person for safeguarding, Helen Bray, supported by the play leaders, Sally Barter and Jenny Bush, and the Management Committee, will be responsible for ensuring that this policy and procedures are put into practice.

The policy includes acceptable use of

- Internet, emails, storage of documents and children's records and images
- Social networks
- Cameras
- Mobile phones

Storage of Documents

Personal information about children and their families is not stored on computer and this information is only used for general administration so the Information Commissioners Office (ICO) does not need to be notified.

The storage of photos is covered in our Photograph Policy.

We do have a record of Parent's and Carer's email addresses stored online.

Internet

We do not have access to the internet at the Cabin at present but are aware that staff must know what to do if a potentially unsafe or inappropriate incident should take place.

Training will be given to the staff before any internet connection is made. We would keep a log of any such incidents.

Internet access would be managed by staff and children would be monitored and managed and secure passwords would be used at all times. When we communicate with BANES about individual children they are identified by initial only.

We would ensure that we have up to date virus and security built into any form of technology used to access the internet (computers, phones and computer games etc.) and that this is regularly checked.

Communication between adults and children, by whatever method, should be open to scrutiny by the Designated Child Protection Officer.

Texts, phone calls or letters for individual children should be addressed to parents or carers.

Social Networks

The use of social networks in the workplace is not allowed.

Staff are not permitted to discuss children, staff or parents when using these sites at home for personal use. BANES have reported incidents where staff have been abused by parents and colleagues on these sites and sometimes children are discussed. This is totally unacceptable and would be seen as gross misconduct and would lead to instant dismissal if proved to be true. Any abuse reported would be recorded and dealt with immediately. Facebook is used to communicate information to Parents and Carers, e.g. term dates, house-keeping or to promote fund raising events. This is managed by a member of the committee who is responsible for ensuring that all security settings are correct. No images of our children are to be used without specific permission from Parents or Carers.

Use of cameras

Parental permission will be sought to take still and moving images of the children.

Separate permissions will be sought for

- Advertising
- The playgroup website and newsletters
- Learning diaries
- Displays

No photos will be taken in the toilets, changing area and sleeping area.

Mobile phones

OFSTED guidance on mobile phones says that the use of mobile phones must not detract from the quality of supervision and care of children. Casual or inappropriate use of mobile phones by staff may pose a risk if staff are distracted from caring for children

At the Cabin it has been agreed that all staff, parents who are staying at sessions and visitors will be asked to leave their mobile phones at the front desk. The phones can be switched on and taken outside to be answered. If the children are playing outside then phones are to be taken to the top of the steps to be answered. This procedure is subject to review by the Designated Child Protection Officer or Play Leader at any time.

No photographs of the children are to be taken on mobile phones in any circumstances.

During local outings one member of staff will take a mobile phone as part of the essential emergency tool kit. The statutory guidance listed in the *Statutory framework for the Early Years Foundation Stage* states that providers should take contact telephone numbers and a mobile phone on outings

Personal mobile phones could also be used to provide essential back up if landline facilities are unavailable.

All uses of a mobile phone while children are present must be recorded.

Procedure to be followed in the case of alleged abuse of this policy.

If there are any reported abuses of this policy the misconduct will be investigated by the Designated Safeguarding Officer, the Play Leader and the Chair Person and the disciplinary procedure set out in the Employment Policy will be followed.

If the allegations involve the Chair Person, Designated Safeguarding Officer or Play Leader then substitutes for this investigating group will be made from the Committee or Senior Staff.

This policy was agreed by the Designated Safeguarding Officer, Play Leader and Clutton Playgroup Management Committee and adopted at a meeting held on

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To be reviewed January 2019

Signed

..... Designated Safeguarding Officer

.....PlayLeader

.....Chairperson