

Acorn Pre-school and the Mighty Oaks Clubs, Shefford

## Online Safety Policy (including mobile phones and cameras)

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### Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in Acorn.

### Procedures

#### Information Communication Technology (ICT) equipment

- Only ICT equipment approved by Acorn is used by staff and children.
- All computers have virus protection installed.
- We ensure that safety settings are set to ensure that inappropriate material cannot be accessed.

#### Internet access

- Children will not have access to the internet.
- If a second hand computer is purchased or donated to Acorn, we will ensure that no inappropriate material is stored on it before children use it.
- All ICT equipment for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- All ICT and internet activity is appropriate to the children's education.

#### Email

- 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.
- If confidential information is to be sent by email it must be encrypted.

#### Mobile phones - children

- Children do not bring mobile phones or other ICT devices with them to Acorn or Mighty Oaks. 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 the session.

#### Mobile phones and tablets - staff and visitors

- Personal mobile phones and tablets are not used by staff on the premises during working hours. They will be stored in either the office or their bags in the resources/staff room.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- All staff and volunteers ensure that Acorn's telephone number is known to family and other people who may need to contact them in an emergency.

- If staff or volunteers take their mobile phones on outings, home visits, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and 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.

### **Memory sticks**

- Permission to use a memory stick to transport confidential information must be sought before use.
- Information must be encrypted and deleted immediately after printing.

### **Use of modern technology by staff and visitors**

- Staff are aware and vigilant to the use of modern technology including spy pens and watches that may include cameras and recording facilities in Acorn, by visitors, parents or staff members.

### **Cameras and videos**

- Staff and volunteers must not bring their personal cameras or video recording equipment into Acorn, unless they have gained authorisation.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within Acorn and Mighty Oaks, with written permission received by parents (see the Registration form). Such use is monitored by the manager.
- 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 a right to photograph anyone else's child or to upload photos of anyone else's children.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name.

### **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 Acorn and Mighty Oaks 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 their line manager.
- Staff are advised to 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 Acorn, this information is shared with the manager prior to a child attending and an agreement in relation to boundaries can be agreed.

#### **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 policy, particularly the allegations against staff and/or responding to suspicions of abuse, procedure 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).

#### **Access to the internet**

- Hardware owned, leased, rented or otherwise provided by staff may be connected to the internet only by arrangement with, and the explicit approval of the manager/committee.
- Limited use of email and internet facilities for personal purposes is permitted, ie during breaks and in emergencies.
- Personal use and downloads, permission must be gained before downloading apps or files and they must not be from inappropriate or illegal sources i.e. films.

Random periodic checks will take place to ensure compliance with this policy and procedure.

#### **Breaches of our Online Safety policy**

- Any breach of this Online Safety policy will be dealt with promptly and may result in disciplinary action being taken as set out in our Discipline and Dismissal Policy.

Please refer to our Code of Conduct, Confidentiality form and use of tablet procedure.

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**This policy gained staff consent on 17<sup>th</sup> December 2015**

**This policy was the subject of parent consultation between 6<sup>th</sup> and 19<sup>th</sup> January 2016**

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**This policy was adopted at a minuted full meeting of the Committee held on**

**Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs**

**Signature**

**Position**

**Date**

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