



## 27. E-Safety

**Applies to:** *All staff, all visitors*

Photographs are a valuable tool for recording and assessing children's activities and achievements at St John's Pre-School. However, in order to safeguard the children and adults at pre-school, the following procedures must be followed:

### Mobile Phones

- All mobile phones must be stored in the clear telephone box stored on the bottom of the administration trolley with the exception of the pre-school mobile which is the main phone for the setting.
- Staff should not handle or use their phones during the pre-school session unless they are required to because of an emergency or urgent situation, in which case they should inform the Manager of Pre-School. They may take their phone during their break which is outside the setting.
- Under no circumstance may any phone be taken into the toilet area.
- Staff should ensure that the pre-school mobile number is known to immediate family or any people that may need to contact them in case of an emergency for example, their children's schools.
- Parents and visitors are requested to not use their personal mobile phones whilst in the setting, these can be stored with staff mobile phones in the clear box on the administration trolley or with their other personal belongings in the locked storage cupboard at the far end of the hall. If a visitor, company or organisation needs to use their mobile phone in an emergency or to contact another member of their team, they must make the manager aware so a room in the church can be made available for them outside the setting where no children are present.

### Smart Watches

- Staff are permitted to wear smartwatches or a fitness tracker, on the basis these devices do not have an in-built camera. We advocate health and well-being of our staff and understand that these devices can be used to record daily physical activity, together with other data relating to fitness or health, such as the number of calories burned, heart rate, etc. Smartwatches and some fitness trackers have the ability to show notifications of calls and texts, but this feature must not be used. Staff should ensure that their smart watch is disconnected from their phone whilst they are directly working with the children, this can be done by placing their smartwatches on flight mode and will be monitored by the manager.
- Staff must not use their smartwatches to record any conversations at any time within the setting.

### Tablets and cameras - photographic, Digital and Video images

- Photographs will ONLY be taken on pre-school tablets. Pre-School tablets must be stored in the Administration filing cabinet. Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Permission must be sought by parents to take photographs; this will be done as part of the admissions process (found in registration pack). Parents must be made fully aware of how images of their children may be used or must have the right to decide if they wish their children to be photographed. Parents must be able to have a say in how these photos will be used. Written permission must be obtained and recorded

before any photographs are published on the settings website, or used for any other purpose beyond the agreed permission given by parents.

- Staff must not bring in their own personal tablets or cameras into the setting without prior permission from the manager.
- As part of our permission to photograph parents are asked that if they take any photos or videos of children during a Pre-School event that they are to focus on their own child and that any images that contain other people are not to be uploaded onto any social networking sites.

### **Use of photographs within pre-school**

- Photographs will only be taken of children during normal pre-school activities to support educational aims.
- Individual photos will be taken and used by children to identify their peg space, their being part of a key group. These will be taken down and stored securely at the end of each session.
- Photos in which individual children will be the main focus but where other children may appear will be used in children's individual learning journals to show their learning development.
- A photo slide show will be created at the end of the academic year for viewing by those present at the graduation service.

### **Storage of photos**

- Photographs will be stored on pre-school tablets for 6 weeks whilst learning journeys are updated. Childrens peg names and group photos that are taken during events will be stored for the academic year on the pre-school laptop which is password protected and remains at preschool looked in the main cupboard when the setting is closed. This is to allow a slide show to be created celebrating the year at pre-school to be share during our church service. They will not be uploaded to remote storage sites. Digital images will be stored in a separate file on the laptop, which is accessed by only the manager. These images must be stored in accordance with the data protection laws.
- While using digital images, practitioners will be aware of the risk associated with taking, using, sharing and publishing and the distribution of images. They should only be shared as appropriate, with permissions gained and in line with the settings policy.

### **Social networking sites**

1. Practitioners, volunteers and students should not:
  - Put details of their work on any form of social networking sites.
  - Engage in any on-line activity that may compromise their professional responsibilities.
2. Photographs, names of, or comments about children within the setting must never be placed on any social networking site.
3. Adults working with children should not correspond with setting families through social networking sites.
4. Practitioners should be aware of the possible implications when entering any personal details on any gaming or social networking sites (e.g. you tube, face book, twitter, my space etc.)
5. The computer/laptop should only be used for setting related activities. Practitioners should not be permitted to use the computer/laptop to access social networking sites at any time, including any designated breaks.
6. All communications should be transparent and open to scrutiny.
7. St John's Pre-school closed Facebook group is used only for information sharing and not a platform to share any photos of children. Only parents of children on role in any academic year can be a member and will be deleted when a child leaves.

### **Pre School Laptop**

- All programmes used and websites accessed should be appropriate and children must not be able to access or download material that is unsuitable.

- Practitioners should not install or store programmes of any type or try to alter any computer/laptop settings unless permission has been granted and changes are in line with policies and procedures.
- All email communication should be appropriate and written in a professional manner.
- Caution should be taken if personal email addresses are used on the settings computer/ laptop. Bcc to be used for any group communications.
- Email attachments should only be opened if they are from a source known and trusted, due to risk of the attachment containing viruses or other harmful programmes.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Practitioners should ensure that the settings computer/laptop is used appropriately to avoid disabling or damaging equipment.

All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

Please also see the following policies and procedures:

- Safeguarding Policy
- Staff Code of Conduct
- Safeguarding Additional Information
- Supervision policy
- GDPR

### **United Nations on the Convention of the Rights of the Child**

#### *Article 19*

*'Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them'*

#### *Article 34*

*'The Government should protect children from sexual abuse'*