



Tickton Pre-school and Play Pals

Acceptable use of ICT and Social Media Policy.

Including safeguarding children and protecting professionals.

Acceptable Internet use.

Acceptable Social Networking use.

Digital Images Policy - Staff acceptable use agreement.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

EYFS

Working Together to Safeguard Children.

Links with setting policies (read policies in conjunction with each other):-

- Tickton Pre-school and Play Pals Safeguarding and Child Protection Policy and Procedures, Including Managing Allegations of Abuse Against a Member of Staff. Prevent Duty and FGM. Monitoring child absence.
- Tickton Pre-school and Play Pals Links 'Staff code of conduct Policy'.
- Tickton Pre-school and Play Pals mobile phone, external camera (personal camera) use, personal devices and wearable technology Policy.
- Tickton Pre-school and Play Pals Confidentiality Policy.
- Tickton Pre-school and Play Pals E-Safety Audit.

We recognise that many staff, parents/carers and children choose to use the internet, social networking sites and information technology as an effective way to communicate, share

information, find information and develop links to home learning. Our setting policy ensures the protection and safeguarding of children, families and staff at Tickton Pre-school and Play Pals.

Research also shows that children as young as three are accessing the internet (The Telegraph, 2013). This demonstrate the need for early years practitioners to be knowledgeable about the many benefits of using the internet in early years as well as how to safeguard children, staff and parents when accessing online services. Tickton Pre-school and Play Pals plays a central role in helping young children learn the foundations of safe online behaviour. Children are naturally curious about understanding the world we live in; it is our responsibility to enable them to do so, including helping them to recognise the value of technology and how to use it safely, role modelling the safe use of the internet should become part of our everyday practice.

Online safety is highlighted within the Early Years Foundation Stage (EYFS) and Early Years Inspection Handbook.

Tickton Pre-school and Play Pals Manager should ensure that all children Receive age appropriate, progressive and embedded online safety education throughout the curriculum.

Our setting has a reputation to protect, comments on networking sites could have an impact on the way that clients, business associates and potential customers view Tickton Pre-school & Play Pals and staff.

No staff member or volunteer may discuss the fact that they work at Tickton Pre-school and/or Play Pals or discuss any issues relating to or concerning Tickton Pre-school and/or Play Pals on any internet site, chat room, 'social net-working' page and/or site, or on any non-setting email or non-setting private texting service. To do so will lead to disciplinary action.

It is recommended that staff do not accept friend requests or communications from learners or their family members (past or present). If there is a pre-existing relationship, this should be discussed with the DSL and/or the manager, who will consider how this is managed. If staff choose to allow colleagues to be "friends" on Social Networking sites, then this relationship must remain professional and the settings Confidentiality Policy and ICT/Social Media Policy must be adhered to.

All Staff members/volunteers must be aware of the effect their actions may have on their image, as well as Tickton Pre-school and Play Pals' image. Employees should use their best judgment when posting material. Any concerns must be discussed with the setting manager. Staff practitioners at Tickton Pre-school and Play Pals are aware of the need to manage their digital reputation, including the appropriateness of information and content that they post online, both professionally and personally. Staff practitioners at Tickton Pre-school and

Play Pals are aware that no matter what privacy settings are used, anything posted online can become public and permanent and could be misinterpreted and/or used without their knowledge or consent.

Staff must not post, or reply to, any comments about the setting, their clients or the workings of the business on any social networking sites. Direct responses will not be responded to.

All communication should be transparent and open to scrutiny. No staff member may engage in any communications regarding Tickton Pre-school or Play Pals with any third party unless through appropriate monitored communication channels. Communication with parents/carers and colleagues should be professional and take place via official setting communication channels such as the settings email account (info@ticktonpreschool.co.uk), the SENCO email account (sencoticktonpreschool@yahoo.com) or through Tickton Pre-schools Facebook private messaging page which is linked to Tickton Pre-school and Play Pals private Facebook page account and setting website (www.ticktonpreschool.co.uk). Staff must not post, or reply to, any comments about the setting, their clients or the workings of the business on any other social networking sites. The setting manager will manage the settings Facebook and social media accounts (with settings set at the highest security level possible). This is also monitored by the settings deputy manager and chair-person.

Our setting manager oversees the use of safe technology use at Tickton Pre-school and Play Pals in partnership with all staff members and will take immediate action if there any concerns about a child's well-being.

Staff practitioners at Tickton Pre-school and Play Pals are aware that under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material.

Staff practitioners at Tickton Pre-school and Play Pals are aware that civil, legal or disciplinary action can be taken against staff if they are found to have brought the setting into disrepute.

Unacceptable behaviour: The following is deemed unacceptable use of ICT or behaviour by employees and this will lead to a disciplinary procedure:

- Visiting internet sites that contain obscene, hateful or otherwise illegal material.
- Using computers to perpetrate any form of fraud, or software, film or music piracy.
- Posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, libellous, or that create a hostile work environment.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.

- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about Tickton Pre-school, Play Pals and/or your colleagues and/or our customers/parents/children on any social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about Tickton Pre-school and Play Pals in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff/parents/children and/or internal discussions.
- Undertaking deliberate activities that waste staff effort or networked resources.

Using tablets safely at Tickton Pre-school.

Using technology at Tickton Pre-school and Play Pals.

There is an expectation that children should access technology and use it safely (EYFS).

Children have access to technology that is not connected to the internet such as programmable cars, bee bots and torches.

Our Wi-Fi (wireless connection) is locked and encrypted (the manager holds this information).

The use of devices, such as tablet computers can be a great way of role modelling the positive use of technology; for example, how to safely find out information on a subject of interest; however, the activities accessed by children must be suitable and managed by a key practitioner at the setting. All apps and programmes accessible by our children independently at Tickton Pre-school and Play Pals have been regulated and assessed suitable by the setting manager and setting staff - to ensure their suitability and age appropriateness. Children can only access Apps on our tablet devices and PC computer that have been purposely put on them for learning purposes. These programmes are not connected to the internet and do not have any third-party access/communication.

The best way to build children's knowledge of online safety is by talking to them about it. With younger children at Tickton Pre-school we talk about how to stay safe online and teach children safe protocols e.g. always look online with an adult. We use cohort group time to think about online issues and get children talking.

Access to the setting's network and IT infrastructure is secure, with the use of passwords and screen locks. Tickton Pre-school and Play Pals has designated devices available for use at the setting: -

- 5 tablets (kindles),
- 1 setting PC computer,
- 1 i-pad device,

- 2 lap-tops,
- 6 digital cameras
- 1 i-pod

These devices are labelled with a Tickton Pre-school and Play Pals label.

Only setting devices may be used at Tickton Pre-school and Play Pals – no personal devices may ever be used at Tickton Pre-school and Play Pals; disciplinary and safeguarding action will be taken if staff members are found to use their own personal devices.

Our setting devices are all connected to the internet via Wi-Fi – this is password protected. **No child can access the internet unsupervised.** Appropriate filters and monitoring systems are in place to protect learners from potentially harmful online material.

Access to setting's devices is managed and monitored by all staff through sessions. The physical safety of users has been considered e.g. posture of children/staff when using devices and the length of time they are used for.

Setting's devices are kept securely and in line with data protection requirements.

Personal data is managed securely online, in accordance with the statutory requirements of the General Data Protection Regulations (GDPR) and Data Protection legislation (see setting policy).

Staff may use the office internet facilities to source materials and resources relating to the Early Years and setting best practice. Staff may not access personal email accounts or Social Networking Sites using setting devices.

What online risks might children in early years settings experience?

Adults understand the risks posed by learners who use technology, including the internet, to bully, groom, radicalise or abuse children or learners. Staff must develop their own understanding of these risks and keep themselves and others safe. The manager must oversee the safe use of technology when children and learners are in their care and act immediately if they are concerned about bullying or children's well-being.

Early years children could be at risk of: -

- Exposure to inappropriate videos, pictures or messages which might upset, worry or frighten them.
- Imitating harmful or inappropriate behaviour they see online.
- Searching for inappropriate content on purpose or stumbling upon it by accident. This would include using voice activated tools to search for content.
- Inadvertently giving apps or websites permission to share their location or other personal information.

- Spending real money via in-app or in-game purchases.
- Exposure to extremist views or images. Staff must ensure that 'parental controls' are switched on all devices each time a child uses an ICT device.
- Being abused online (including sexually) by people they don't know, such as when gaming or using video chat.
- Being abused online (including sexually) by people they know, such as friends and family members.
- Sending images or information to people on the device's contact list.
- Exhibiting unhealthy behaviours and boundaries around their use of screens
- Being unkind to each other online as well as offline; this could be using mean words or by excluding others from their games
- Using words or terminology which are not appropriate for their age
- Engaging in unhealthy relationships
- As part of natural development, early years children may exhibit curiosity about their own and others' private body parts; if this occurs via technology children may be at risk of taking inappropriate or indecent images and videos of themselves – the Brook traffic light tool can help practitioners to determine whether sexual behaviour is normal healthy sexual development or harmful behaviour which is a cause for concern.

Strategies to minimise risk at Tickton Pre-school and Play Pals include:

- Pre-checking apps, websites and search results before using them with children.
- Supervising children when accessing the internet and using devices. Model safe practice when using technology with children.
- Ensuring safety modes and filters are applied - default settings tend not to ensure a high level of privacy or security. children must be supervised closely.
- Role model safe behaviour and privacy awareness. Talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.
- Make use of home visits to inform your understanding of how technology is used within the home and the context of the child with regards to technology.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately.
- Ensure data is shared online in accordance with the settings data protection responsibilities.

If you are concerned about a child online, or a staff member or staff or parent, follow your child protection and safeguarding procedures and report your concern to your DSL. (Designated Safeguarding Lead) Helen Turner.

(Deputy Safeguarding Lead) Sharon Haysom.

If you are concerned about the behaviour of a colleague online, follow your allegations procedures and report and record to your DSL.

(Designated Safeguarding Lead) Helen Turner.

If you are unhappy with the response you receive, follow Tickton Pre-school and Play Pals Whistleblowing Policy. You can also contact the NSPCC whistleblowing helpline.

Training:

All staff are provided with quality and up-to-date online safety training on a regular (at least annual) basis, including at induction. The DSL (Helen Turner) has accessed training/information to ensure she understands the unique risks associated with online safety for early years children and has relevant knowledge and up to date capability required to keep children safe online.

Tickton Pre-school and Play Pals staff practitioners have regard to the UKCIS framework (Education for a Connected World) which provides information about the skills and competences that children and young people need to have with regards to online safety from the age of 4 upwards.

Tickton Pre-school and Play Pals DSL knows how to contact:

- The local Multi-Agency Safeguarding Hub (Golden Number) if they have a safeguarding concern about a child;
- the [Internet Watch Foundation](#) (IWF) if settings need to report illegal images (child sexual abuse material);
- the [Child Exploitation and Online Protection centre](#) (CEOP) if they are worried about online abuse or the way that someone has been communicating online;
- the [UK Safer Internet Centre Helpline for Professionals](#) or the [NSPCC](#) for further information.

The Manager should ensure that parents:

- Are given opportunities to develop their knowledge of online safety issues for early years children.

- Are offered support to help them talk about online safety with their children in an age appropriate way.
- Are signposted to appropriate sources of support regarding online safety at home.
- Are supported by the setting if they experience an online safety concern.
- Parents must be reminded that they are not permitted to post photographs, which may contain images of children other than their own to social networking sites with regards to Tickton Pre-school and Play Pals; for example, at group celebrations and concerts, or during organised setting outings.
- Parents may be given the setting email address (info@ticktonpreschool.co.uk) as an email address to contact the setting.

Tickton Pre-school and Play Pals uses the NSPCC guide on sharing photographs of children on line: -

Photography and sharing images, recording children during events and activities.

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events.

Risk factors - Some of the potential risks of photography and filming at events include: -

- Children may be identifiable when a photograph is shared.
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

Tickton Pre-school and Play Pals photography policy

- Do not use children's names in photograph captions.
- Ensure written parental permission is obtain with consent for a child to be photographed and videoed for use on setting social media and webpages.
- Obtain the child's permission to use their image and take their photograph.

- Only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- Never use images accompanied by personal information, such as the name of a child, this could be used to learn more about a child prior to grooming them for abuse.
- State expectations to professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children. Do not approve photography sessions outside the event or at a child's home.

Seeking consent for children and young people

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

Storing images securely.

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked cupboard and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Do not use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to Tickton Pre-school and Play Pals.

Company-owned information held on third-party websites:

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Tickton Pre-school and Play Pals. This includes such information stored on third-party websites.

Tickton Pre-school and Play Pals website and Facebook page.

The aims of our setting Facebook page and website is to share appropriate setting activities and learning with families, to develop ideas for home learning and for advertisement purposes. We also use these platforms for appropriate information sharing with parents, for example; as term dates and DfE publications. Content will be planned, and information will always remain professional. The effectiveness of this page will be continually monitored in relation to these aims. The setting manager will manage the settings 'Facebook' account (with settings set at the highest security level possible).

If a staff member finds any information sharing on the internet concerning Tickton Pre-school and/or Play Pals other than that of our official website and Facebook page – this must be reported to the manager immediately.

No reference to a child's/ parents' name or personal information will be made or shared by Tickton Pre-schools and Play Pals via any social media platform. Unless for very specific purposes; for example – staff names on setting website (staff page) or for very specific reasons - written permission will always be obtained.

Staff must always adhere to Tickton Pre-school and Play Pals' 'Confidentiality Policy' and 'Acceptable use of Mobile Phones and Camera's Policy'.

Acceptable internet use:

Use of the internet by employees of Tickton Pre-school and Play Pals is permitted and encouraged where such use supports the goals and objectives of the business. However, Tickton Pre-school and Play Pals has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

Sanctions and Monitoring:

Tickton Pre-school and Play Pals accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business. All setting internet-related resources are provided for business purposes. Therefore, the setting maintains the right to monitor the volume of

internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Where it is believed that an employee has failed to comply with this policy, they will face the settings disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Employees are not to publish, post or release any information that is considered confidential or not public.

Social media networks blogs and other types of online content sometimes generate press and media attention or legal questions. Employers should refer these questions to the setting manager.

Staff Acceptable Use Agreement- Digital Images

To ensure that staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement. (Digital images refer to both still and moving digital photographs).

- Staff/volunteers understand that all photographs taken of children and their families associated with Tickton Pre-school and Play Pals, both in the setting and outside on visits, are the property of Tickton Pre-school and Play Pals.
- All digital images will be taken with Tickton Pre-school and Play Pals cameras/i-pads. I understand I may not use any personal equipment to take digital images/pictures.
- Digital images will not be stored on setting computers - and will be deleted from the settings cameras permanently once printed. However digital images will remain on the settings Facebook page and website with parental permission.
- Staff understand digital images are needed for professional purposes may be used – staff are responsible for deleting them and this will be monitored by setting managers.
- Published photographs must be free of any information that would enable identification and tracking of children.
- Staff understand and agree that the setting management team will monitor technology use to ensure the safe use of digital images of children and their families associated with Tickton Pre-school and Play Pals.
- I agree to abide to the permissions given by parents/carers regarding the use of photographs of their individual children and families (recorded on their application form) staff must understand that this permission can be removed at any time.