



Online Safety Policy

Statement of intent

This policy lays down the terms upon which staff and children of Abbotsham & Alwington pre-school may access and utilise computing. This includes the use of social network sites, cameras, mobile phones and any other information and communication technology (ICT).

Aim

We aim to ensure that all computers/ cameras/ mobile phones are used in a responsible manner and that all users are protected from sensitive material. We want to be able to share information with parents and carers safe in the knowledge that all information is kept confidential.

Methods

- We now have the use of the internet at Abbotsham & Alwington pre-school. Children are monitored if using an online site such as CBeebies.
- We have an up-to-date virus and security built in to our computer and parents/carers should also have this if they use networking sites such as Facebook or YouTube on personal computers
- Communication between staff /committee members parents/carers takes place within clear professional boundaries e.g. emails
- Confidentiality must be maintained when staff use a personal site or one set up for the pre-school.
- Staff are not permitted to discuss children, other staff or parents/carers or pre-school when using networking sites. Any abuse of this must be reported immediately
- Remember posts/tweets/blogs are an extension of pre-school. What is inappropriate in pre-school should be deemed inappropriate online.
- Wall posts and descriptions should portray you in a professional manner.
- Personal cameras are prohibited in the pre-school. Only authorised setting cameras are to be used to take images. These should be easily accessible to capture spontaneous moments to support the observation requirements of EYFS, and to share with parents.
- All cameras are to be logged out and logged back in at the end of the session. Pre-school cameras will not leave the premises.
- Permission must be sought from parents/carers to take still and moving images and to take and use photos offsite for professional, marketing or training purposes. Parents need to sign permission for this when their child starts with us.
- The designated person for safeguarding is responsible for memory sticks and the laptop.
- If a memory stick or storage device has to be taken off site to be developed, it will be logged out and back in by the designated safeguarding person and monitored carefully to ensure it is returned within the expected timescale.
- Use of personal mobile phones is restricted to tea or lunch breaks. All authorised use of mobile phones whilst children are present will be monitored and recorded.
- The recording or sharing of images, video clips or audio material on any mobile phone is prohibited except where it is explicitly authorised by the designated safeguarding officer.
- All mobile phone use is open to scrutiny and the designated officer for safeguarding will consider withdrawing or restricting authorisation for use if at any time it is deemed desirable to do so.
- The use of a work mobile at the pre-school is an effective communication tool. It enables work-related texts, emails and calls to be made and received. It is an essential part of the emergency toolkit when taking children off site. It is also an essential backup when contact needs to be made out of hours. There is no camera on the Pre-School mobile.
- Only authorised staff have access to the work mobile.
- Please also see our policy on confidentiality.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.