

Monty's Online Safety and Acceptable Usage Policy

In conjunction with Child Protection, Safeguarding, Mobile phone policies

Policy Statement

ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal social development. They form part of an essential life skill. When using technology with children, practitioners need to ensure that the resource is used safely and responsibly.

Kerry Allen (Manager) is designated E-Safety officer in line with being Designated Child Protection officer.

E-safety will be implemented into everyday practice. Children will be educated on the safe use of computers to include the following

1. Children are to only use the computers with an adult present.
2. Children will be shown how to use appropriate web sites for example Cebeebies.
3. Children are advised of the dangers of sharing information online.
4. Practitioners will demonstrate and role model the correct use of recording equipment, such as cassette recorders.

Computers

The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self-esteem and confidence. The internet is an essential element for education and social interaction. Monty's Day Care has a duty to provide children with quality Internet access as part of their experience.

- Internet access will be designed for educational aspects of social and developmental use and will include age appropriate filtering.
- Guidance about appropriate Internet use will be part of the support for children.
- All practitioners should guide children in online activities that will support their developmental and learning outcomes.
- Access to the internet will be closely supervised by a practitioner allowing access to specific and agreed sites only.
- Kerry Allen as Safeguarding Designated Person will manage the permitting and banning of additional web sites identified by Monty's Day Care.
- All I-Pads hold the DIGI-DUCK programme to help educate the children on e-safety.
- Kerry Allen as Designated Person will ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.
- If practitioners or children discover unsuitable sites, the content must be reported to Kerry Allen who will then report To Children's Safeguarding Unit 03000 415797/03000 412445
- Any material that the setting believes is illegal must be referred to the Internet Watch Foundation (<http://www.iwf.org.uk>)
- In common with other media, some material available via the Internet is unsuitable for children. Monty's Day Care will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of the internet content, it is not possible to guarantee unsuitable material will never appear on a computer. Monty's Day Care cannot accept liability for the material accessed, or any consequences of internet access.
- Kerry Allen as E-Safety lead will have an awareness of current e-safety guidelines and will pass this information onto staff through training and staff meetings.
- Kerry Allen will ensure that this policy is implemented and compliance with the policy monitored
- Written permission from parents/carers will be obtained before photographs of children are published on the setting's web site or Social Media pages.

- Rachel Whitely (Director), Kerry Allen (Nursery Manager/Designated Child Protection Officer) and Naomi Washer (Nursery Deputy Manager/Designated Child Protection Officer) will take overall editorial responsibility and ensure that all content placed onto the Nursery Website or Social Media pages are accurate and appropriate.
- Monty's Day Care will promote safe use of e-communications to other Practitioners, professionals and parents/carers.
- Rules and rights for Internet access will be posted in all areas where computers are used.
- The teaching of e-safety will be part of the provision for all children. It will include key messages that are age appropriate. This will include teaching of only being on a computer with a grown up, being kind online, keeping information safe and telling a grownup is something online makes them unhappy.

Laptops

- The laptops at Monty's Day Care are to be kept in the Nursery office when not being used, and locked away securely at night when the Nursery is closed.
- All laptops that are used to create sensitive data will password protected screen savers that will appear after 2 minutes.
- It will be the responsibility of Kerry Allen to ensure virus protection software that has been installed is kept up to date.
- Practitioner should not attempt to significantly alter the computer settings without express authorisation from Kerry Allen and/or Naomi Washer.

I-Pads

I Pads are for the staff to record and monitor the children's development by using the online tool of Tapestry. All parents are asked to sign permission for their children's profile to be loaded onto the program. Practitioner will upload appropriate pictures of the children alongside an observation to record the child's progression and development.

- All staff will have their own secure login password with limitations; this must not be shared between staff.
- The Management team will have their own secure login with full access to all files; this must not be shared between staff.
- The Tapestry can only be accessible when Management sign in to the settings account. Therefore the Tapestry can only be used by staff during nursery opening times.
- The I Pads must be stored safely when not in use. The screen protector and hard case must not be removed.
- At the end of the working day, all I Pads must be returned to the office, where they will be stored and locked away.
- I Pads must not leave the premises.
- Kerry Allen as Designated Safeguarding officer is responsible for maintaining the safety of the content put upon the I Pads.
- Staff must never download or browse Apps while handling the I Pads.

Cameras

Photographs taken for the purpose of recording a child or a group of children participating in activities or celebrating their achievements is an effective form of recording their progression. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Monty's Day Care have 2 setting mobile phones which are used in emergencies or outings. These phones are kept on the person of Kerry Allen (Manager), Naomi Washer (Deputy Manager) or the appointed senior

practitioner. We ensure that any photographs or recordings taken of the children in our nursery are only done with prior written permission from each child's parent/guardian. This is gained when each child is registered and is updated once the child moves into the next room to ensure that this permission still stands.

- We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey (Tapestry), for display purposes, for promotion materials including our nursery website and Social Media, brochure and to use in the local press. All staff are responsible for the location of the I-Pad. The I-pad must be stored in locked cupboards at the end of each day.
- If a parent is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning through observation.
- Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The nursery room leaders will monitor all photographs and recordings to ensure that the parent's wishes are adhered to. Images taken by the nursery I-pads are to be downloaded as soon as possible, ideally once a week, once deemed suitable by the room leader's. All images are downloaded on site
- Neither students, visitors nor volunteers are permitted to take photographs or recordings of the children without the manager, deputy manager or owner's permission.
- Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the manager.
- During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.
- Under no circumstances must cameras of any kind be taken into the bathroom/changing area without prior consultation with Kerry Allen and/or Naomi Washer.
- In line with our Safeguarding policy, all cameras and memory sticks will be locked away in the Nursery office overnight.

Mobile Phone

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used or shown. Our aim is to eliminate the staff being distracted from their work with children. This also applies to parents being distracted on their mobile phones during drop off and collection times. Also the inappropriate use of mobile phone cameras around children

Monty's Day Care needs to ensure;

- The welfare and safeguarding of the children in our setting and ensure unauthorised members of the public do not have access to information about the children in our setting.
- We ensure staff do not have access to personal cameras/phones whilst working in the setting and cannot pass on images of children in our setting.

Monty's Daycare has a high reputation to upkeep and inappropriate comments made or use of unsuitable language on social networking sites such as 'Facebook', 'Twitter' etc, could have an impact on how parents/ potential parents using the nursery view the staff. Staff should be completely attentive during their hours of work to ensure all children in the nursery receive high quality of care and education.

- Mobile phones can only be used on a designated break outside the nursery setting and away from the children.
- Mobile phones should be stored safely and securely at all times either in staff's locker (located outside of the room), car or in the phone safe (located outside of the room) at all times during the hours of your working day. The phone will not be taken into the setting at any time.
- Staff cannot be social networking "friends" of any parents whose children attend the setting. If you

are already friends before you are employed at the setting, you can no longer be "friends" on a social networking site.

- Staff whose children attend the setting can be Facebook friends with other staff. Correspondence should remain professional and within the guidelines of point 5.
- Staff must not post any information or images onto social networking sites that refers to their employment or the setting. Staff cannot mention where they work, who they work with or anything about the children or staff at the setting. Comments on social networking sites must remain professional and respectful of other staff. Privacy settings must be in place so only direct friends can see posts. This is to safeguard the children from risk of abuse.
- During group outings nominated staff will have access to the setting's mobile phone, which is used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns of other staff's behaviour immediately to Kerry Allen and/or Naomi Washer.
- Should inappropriate material be found then Kerry Allen and/or Naomi Washer will contact the LADO team immediately. We will follow guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.

Social Networking Sites

As childcare workers, we have a professional image to uphold and how we conduct ourselves online helps determine this image.

- Staff cannot be social networking "friends" of any parents whose children attend the setting. If you are already friends before you are employed at the setting, you can no longer be "friends" on a social networking site.
- Staff whose children attend the setting can be Facebook friends with other staff. Correspondence should remain professional and within the guidelines (see Mobile phone & Social networking policy).
- Staff must not post any information or images onto social networking sites that refer to their employment or the setting. Staff cannot mention where they work, who they work with or anything about the children or staff at the setting. Comments on social networking sites must remain professional and respectful of other staff. Privacy settings must be in place so only direct friends can see posts.
- Staff and children are not permitted to enter into any social networking site on any computer within the setting.

Social Media – Expectations

The expectations' regarding safe and responsible use of social media applies to all members of the Monty's Daycare community.

- The term social media may include (but is not limited to) blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger.
- All members of community are expected to engage in social media in a positive and responsible manner.
- All members of community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- Concerns regarding the online conduct of any member of community on social media will be reported to the DSL and be managed in accordance with our antibullying, allegations against staff, behaviour and child protection policies.

Official Use of Social Media

At Monty's our official media channel is: Facebook and Instagram

The official use of social media by Monty's Daycare only takes place with clear educational or community engagement objects with specific intended outcomes.

- The official use of social media as a communication tool has been formally risk assessed and been approved by Rachel Whitley (managing director) and the leadership team have access to account information and login details for our Monty's Facebook and Instagram page
- Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
- Staff use a setting provided email addresses to register for and manage official social media channels.
- Official social media sites are suitably protected and, where possible run and/ or linked to from our website.
- Public communications on behalf of the setting, where appropriate and possible will be read and agreed by at least one colleague.
- Official social media use will be conducted in line with existing policies, including but not limited to anti-bullying, image/camera use, data protection, confidentiality and child protection.
- All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny.
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Only social media tools (name if appropriate) which have been risk assessed and approved as suitable for educational purposes will be used.
- Any official social media activity involving learners will be moderated if possible. If appropriate.
- Parents and carers will be informed of any official social media use with learners; written parental consent will be obtained, as required.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

- Members of staff who follow and/or like our official social media channels will be advised to use dedicated professional accounts where possible, to avoid blurring professional boundaries
- If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
 - Sign our social media acceptable use policy.
 - Be aware they are an ambassador for the setting.
 - Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
 - Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
 - Ensure appropriate consent has been given before sharing images on the official social media channel.
 - Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
 - Not engage with any private/direct messaging with current or past learners or parents/carers.
 - Inform their line manager, the DSL (or deputy) and/or the manager of any concerns, such as criticism, inappropriate content or contact from learners.

Failure to adhere to the contents of this policy may lead to disciplinary procedures and criminal charges being made.

Legal Framework

- *The Children Act 2004*
- *Working Together to Safeguard Children 2018*
- *Statutory Framework for the Early Years Foundation 2012*
- *Safeguarding Vulnerable Groups Act 2009*

This policy was adopted at a meeting during March 2021. Kerry Allen (Nursery Manager) Naomi Washer (Deputy Manager), & (Designated Child Protection Officers) were present.(Policy and procedure to be revised during the month of March spring term)