



Policies

E SAFETY POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”.

We view the safety of the children in our care as paramount. This policy further elaborates from our Safeguarding Policy where we confirm that mobile phones are strictly prohibited within the Preschool (other than the setting mobile phone which is without camera, and the Manager’s / Deputy Manager’s / Facebook Coordinators mobile phone which is only permitted to be used in accordance with the terms set out below). This policy also includes online usage, the use of social network sites, cameras, blogs and other information and communication technology (ICT)

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.

Ofsted may be required to use a mobile and as our governing body we recognise this. The Manager’s / Deputy Manager’s / Facebook Coordinators mobile phone may only be permitted to take pictures (including children) for use in publications and on social media (with the agreement of parents). Any such photos must be deleted off the mobile phone immediately after use and when no longer required. Photos must only be used in relation to the preschool. We recognise that Management and Ofsted can have access to our Kindles at any time whereby photos are regularly taken for work purposes of observation and assessment.

The preschool recognises that employees, parents and volunteers may engage in “social networking” outside of the preschool. “Social networking”, for the purposes of this policy, includes all types of postings on the internet, including, but not limited to, social networking sites, (such as Facebook, MySpace or LinkedIn); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter and the posting of videos on YouTube and similar media.

This policy is an overview of what is a broad and rapidly changing area that affects us both at home and at work. Access to the internet and other tools that technology provides is an invaluable way of finding, sharing and communicating information. Whilst the technology itself is not harmful, it can be used by others to make children vulnerable and to abuse them. Therefore all employees, parents and volunteers should use their own professional judgement when they are in doubt about what is and what is not acceptable behaviour.

The preschool reserves the right to amend this policy, at any time, in line with any changes to legislation.

Mobile Phone Procedures

- During preschool hours we do not allow the use of personal mobile phones within the preschool. The exception being the settings own mobile, which is minus a camera, or the Manager's / Deputy Manager's / Facebook Coordinators mobile phone, which may be used to take pictures (including children) for use in publications and on social media (with the agreement of parents). Any such photos will be deleted off the mobile phone immediately after use and when no longer required
- Staff have the option to either leave their phone off-site or lock it away during working hours in a secured lockable place to which the manager on duty will hold the key
- Staff that wish to use mobile phones during their lunch break may do so but not directly within the areas that children are located. Staff are permitted to use phones in the Garden Room (Hatch Warren Under Fives) and in the Hood Room or kitchen area (Kempshott Under Fives), which is adjacent to the garden where children may be playing.
- Parents and visitors will be asked to ensure their phones are kept in their bags, which are locked away, or they may store them in the lockable facility for the duration of their visit.
- All parents and visitors will be advised of this policy as they enter pre-school.
- If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

Online Procedures

- Staff are issued with their own Fire Kindle Tablets with controls, which restrict access. These tablets are to be used by staff only. These will be called in, at any time, by management to check sites visited and photographs taken. They must be handed in immediately.
- The Fire Kindles are directly linked to an Amazon account, which records sites visited.
- We are registered with the Information Commissioners Office in line with Data Protection.
- 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 preschool.
- Staff are not permitted to discuss children, other staff or parents/carers or preschool when using networking sites. Any abuse of this must be reported immediately.
- Remember posts/tweets/blogs are an extension of preschool. What is inappropriate in preschool should be deemed inappropriate online.
- Wall posts and descriptions should portray you in a professional manner.
- Please also see our policy on confidentiality.

Blogs

A blog is a personal space on the internet where authors can freely publish their thoughts and ideas. It is unregulated and as such is a personal opinion.

Employees are asked to include a disclaimer to any personal blog they write that specifically states the views published are their own and not those of the preschool. It is better to write these in person so it is clear this is your own opinion and not the opinion of others.

Employees are reminded that the preschool has confidentiality, equality and behaviour management policies in place and as such should not disclose any information about colleagues, the preschool, parents, children or other associated persons or organisations,

or write in such a way that it is likely to offend or upset colleagues, parents, children or other persons associated with the preschool.

If you wish to quote a person associated with Hatch Warren Under Fives, always seek their permission first and ensure this is captured in the writing. Out of respect to others you are asked to share any directly quoted material you intend to use with the other party before publishing it.

The presence you create online does influence the perception held by others about Hatch Warren Under Fives and as such you are required to maintain a professional approach ensuring that the preschool's name is not damaged through inappropriate online comments or posts.

Social Networks

Social networking refers to sites where information that you post is presented in the public domain, normally through friends, fans or followers. Commonly this includes sites like Facebook, Twitter, MySpace etc.

At all times employees are reminded not to disclose sensitive or confidential information in such public spaces even if you consider your online friends to be discreet. The use of these sites during working hours is not permitted, unless an employee is making a post during admin time, on our own pages and away from the setting.

Being professional – Online reputation

Employees are responsible for what they write and must exercise caution and common sense when posting comments. Employees should not post any comments that could be interpreted as being inflammatory, malicious or slanderous against others. Employees are also reminded that they should not post anything that could be described as being discriminatory or offensive to others.

Due to the interconnected nature of social media activities, employees should bear in mind that what they post can be seen by others who could be current employees, parents of children currently at preschool, prospective parents or ex-employees and as such should adopt a considerate stance so as not to indirectly offend another person.

Online reputation is the opinion others get of a person when they encounter them on-line. It is important to be aware that anything that is posted could influence future professional reputation. The majority of organisations and work establishments now check digital footprint before considering applications for positions or places on courses.

A breach of any of the above is considered by the preschool to be a disciplinary matter and may result in disciplinary action being taken against the offending employee.

Links to other policies

The preschool supports the right of individuals to express an opinion and to use their time productively at work. However, if it is found that the view or opinion stated is in breach of this or another organisational policy, or is found to be offensive or demeaning to another person, or the quality of the employees' work is suffering as a consequence of online activities the preschool may take disciplinary action that may ultimately lead to dismissal.

Employees are asked to take a professional and responsible approach to their online activities at all times. We also request all parents to be mindful and respectful of the above policy, keeping staff, children and the preschool with best regard.

Whilst there are sections below that are not directly linked with children of preschool age it is imperative that staff and parents are aware of the potential online dangers and that any of these behaviours will be investigated and reported to the police if deemed necessary.

Cyber-bullying

Cyber-bullying is defined as 'an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.'

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile 'phones
- The use of mobile 'phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in on-line forums

Cyber-bullying may be at a level where it is criminal in character. It is unlawful to disseminate defamatory information in any media including internet sites.

Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.

The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

If we become aware of any incidents of cyber-bullying, we will need to consider each case individually as to any criminal act that may have been committed. The preschool will pass on information to the police if it feels that it is appropriate or is required to do so.

Sexting

'Sexting' often refers to the sharing of naked or 'nude' pictures or video through mobile phones and/or the internet. It also includes underwear shots, sexual poses and explicit text messaging.

As the average age of first smartphone or camera enabled tablet is 6 years old and many children sexting is an issue that requires awareness raising across all ages.

Gaming

Online gaming is an activity in which the majority of children and many adults get involved. Parents and staff should be aware of the games that children are playing and identify whether they are appropriate, identifying the most effective way to safeguard their children by using parental controls and child safety mode

Grooming

On-line grooming is the process by which one person with an inappropriate sexual interest in children will approach a child on-line, with the intention of developing a relationship with that child, to be able to meet them in person and intentionally cause harm.

Staff and parents need to be aware and parents should ensure that the child

- Only has friends on-line that they know in real life
- Is aware that if they communicate with somebody that they have met on-line, that relationship should stay on-line.

It is important to:

- Recognise the signs of grooming
- Have regular conversations with their children about on-line activity and how to stay safe on-line
- Identify to children how they can be safeguarded against grooming.

There are lots of different devices out there, but [UK Safer Internet Centre](#) is a great website to give specific help.

Other websites include:

www.thinkuknow.co.uk
www.net-aware.org.uk
www.getsafeonline.org
<https://www.vodafone.co.uk/mobile/digital-parenting>



This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____

A helpful guide to staying safe online

Social media sites are very popular now. However, even though the age restriction for using the sites is 13+, many parents still allow children younger than this to be active members, followers and sharers.

If this is you, be sure that you know what they are doing online, and what information, photos or videos they are sharing or creating with others. Check out the NSPCC parent support website for really helpful information.

www.nspcc.org.uk/ShareAware

NSPCC

Something to think about: How do you model good online behaviour to your child?

Chat platforms are often sources of difficulties. Children can chat with friends they know and also with complete strangers. This can be done on the PS4, X-Box, mobiles, tablets- almost any device.

It's so important that you keep a close eye on your child's use of technology. Innocent apps or video games still allow the opportunity for unkind messages to be sent or received.



Where is technology used by your child? How secret is it?
Are age restrictions obeyed?
What is the culture of being safe online like in your home?

If you are concerned about cyber-bullying, you can talk to the parents of the children involved, speak to the police, or speak to school. Try to take screen-shots or photos of the messages sent- it's difficult to do anything when they are deleted.



Key messages we learn at school!



Be a good communicator

Use good manners at all times and never be rude or mean to anyone in emails, texts and online conversations



Be careful what you post

Think before you post and agree not to post information photos or videos that could put you at risk or embarrass you or your friends now or in the future



Listen to your feelings and act if you feel uncomfortable
Always tell a trusted adult if anything you see or hear online makes you feel sad, scared or confused





5 Tips for Parents to make YouTube Safer for Kids

UK SIC's resident Devon and Cornwall Police Officer Steve gives his 5 top tips for parents to make Youtube safer for their kids.

- 1** Create an account in Google that is used by the whole family. When you make a shared Google account you can see exactly what videos your children are watching, uploading and even what they are sharing.
- 2** Once you have signed in to Youtube via the Family Google Account, the next thing to do is switch on restricted mode. If you scroll all the way down to the bottom of the YouTube page you will see an option to turn on Restricted Mode. This will help keep out some, but not all, of the inappropriate stuff you don't want your kids to see. Remember that you have to save this option and you have to set it up for every browser that you use. So if you have multiple computers then you will have to do this on each of them.
- 3** Sit down with your children and go through the things that they like to watch. Most of things they like will be attached to a channel. If you are happy with the content of the channel then get them to subscribe to it, this will promote the page's content to their feed when they log in. It also lets them know when new videos are available, hopefully this will stop some of the searching which may lead them into content they don't want to see.
- 4** If your children are into creating videos then make sure they are signed into the family account when they upload these videos, also make sure they upload videos privately. When they click the upload button they can choose to upload as 'Public', 'Private' or 'Unlisted'. Private means that only people you choose can view the video. If you choose unlisted then the video can only be viewed by a link generated within the video and this means that only people that you send then link too can view the video.
- 5** The last thing to do is disable the comments. By disabling this it stops people from making inappropriate comments on any video uploaded by them.

Youtube is an amazing resource for knowledge and entertainment as well as a great way for children to explore their creativity when making videos. By following these 5 tips you will make it a safer place for them but remember you can't make it 100% safe. Keep having regular chats with your children about what they are doing on Youtube, take time to sit down with them and use Youtube together and have some fun as a family.



Lastly don't forget that Youtube's terms and conditions mean that the site should not be used by anyone under 13 years of age. If your children are under 13 years of age then Youtube has Created an App available on Google Play and Apple's App store especially for them called 'Youtube for Kids'.

Youtube for kids was Created especially for children under 13 years of age, using stronger filtering algorithms to keep kids safe.



Remember though, nothing is 100% safe, so maintain an interest in what they are doing and keep having those important safety chats.

All information on this page was taken from the UK Safer Internet Centre website <https://www.saferinternet.org.uk/blog/5-tips-parents-make-youtube-safer-kids>