



# ONLINE SAFETY POLICY

Catkins Preschool

July 2022

### Internet Access

Children have limited access to the internet via our preschool ipads whilst in the setting. Children are not left unsupervised whilst using this equipment and games are picked that are appropriate and tested and downloaded in advance. If staff access the internet for the purposes of promoting children's learning, they will ensure content is age appropriate. All computers or tablets for use by children are located in an area clearly visible to staff.

Staff are aware that they need to report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk). Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk). Although children are not allowed access to the internet in the setting, staff are alert to comments children may make about something that has happened at home or to an older sibling

Catkins preschool has a designated email address for professional correspondence that is password protected. The password is only known by the management. This is the only email address which will be used by the setting to communicate with parents.

### Mobile Phones

Staff are allowed to bring mobile phones into work however, these must be kept in a box in the kitchen area and only used by staff during working hours in emergencies and on these occasions, this should be outside of the hall area. Staff should only check their phones during designated breaks and this should be done away from the children.

Parents and visitors are requested not to use their mobile phones whilst on the premises and to leave them in the kitchen area.

Staff will not give out their personal phone numbers to parents, the only number parents should have for communication with the preschool is 07946631787.

Staff found to be breaching this policy will be deemed to have carried out an act of gross misconduct and will be disciplined accordingly.

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of staff; any breaches will be dealt with in line with our disciplinary procedure.

All members of staff are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies. If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy

### Social Media

Catkins Preschool has a high community presence and comments made on social media platforms could have an impact on how parents using the preschool and perspective parents, view the setting and staff.

The following rules should be observed by all

- Staff should not post anything onto social networking sites that could be construed to have an impact on the preschool's reputation.
- It is advisable that staff are not friends with parents on social media however, if staff choose to allow parents to view their social networking page then this relationship must remain professional at all times.
- At no time should any posts or comments be made in reference to children, parents or other professionals from within the setting.

Catkins Preschool has a dedicated Facebook page which will only be updated by the management, this page will not contain photos of the children unless there are exceptional circumstances and then photos may be added with parental permission to keep links with families. All members of staff are advised not to post or share content on their personal pages that may be considered threatening, hurtful or defamatory to others. Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).

### Cameras

We ensure that any photographs taken of the children at preschool are only taken with prior written consent from the parent/carer. This permission is gained when a child is registered with preschool. Photographs of children are only taken for valid reasons, with specific permission. Photographs are taken to be used in the child's learning journey and for display purposes. If a parent is not happy with the uses of these photographs then the preschool will respect their wishes. During special events e.g., Christmas/parties etc., parents may take photographs of their children but again we insist that these photos are not posted onto any social networking sites and remind the parents of this at such events. Images taken and stored on the camera will be downloaded on a regular basis and erased as soon as possible.

### Use and/or distribution of inappropriate images

Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the allegations to staff policy should be followed.