



## 1.6 Online Safety (Including mobile phones and cameras)

### Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting and the unacceptable exposure to inappropriate materials in the setting.

### Procedures

- Our designated person (Manager/Deputy) responsible for co-ordinating action taken to protect children is:

Wendy Lowton

### *Information Communication Technology (ICT) Equipment*

- Only ICT equipment belonging to the setting is used by staff and children
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose
- The computer in the office has virus protection installed
- The children's computer in the main playroom does not have access to the internet

### *Internet Access*

- Children do not normally have access to the internet and never have unsupervised access
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet:
  - Only go online with a grown-up
  - Tell a grown-up if something makes me unhappy on the internet

Designated persons will also seek to build children's resilience in relation to issues they may face in the on-line world and will address issues such as asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.

### *Personal Mobile Phones*

- Personal mobile phones belonging to members of staff are not used in the main room, toilets or outside when children are in the setting.
- At the beginning of each individual's shift, personal mobile phones are stored in the box provided in the office area.
- In the event of an emergency or at lunch times personal mobile phones may be used in the privacy of the office, with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.

- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

### *Cameras and videos*

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

This policy was adopted at a meeting of	Treetops (Hedge End) Limited	<i>(name of provider)</i>
Held on	31 <sup>st</sup> August 2017	<i>(date)</i>
Date to be reviewed	30 <sup>th</sup> August 2018	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	W Lowton	P Lowton
Role of signatory (e.g. chair, director or owner)	Director	Director