

Spilsby Playgroup



Online Safety and Acceptable Use Policy

Including devices with imagery and sharing capabilities

2024

- Leaders oversee the safe use of technology when children and learners are in their care and take action immediately if they are concerned about bullying or children's well-being.
- Leaders of early years settings implement the required policies with regard to the safe use of mobile phones and cameras in settings.

Aim

For Spilsby Playgroup to ensure:

- All children remain safe
- Safe and appropriate use of technological resources including, personal devices, wearable technology, mobile phones and cameras
- Acceptable and appropriate use of technology within the setting;
- Expectations are clear regarding professional boundaries/behaviour of staff, including communication via social media
- Policies and procedures are easily accessible to staff and parents/carers
- To support parents in having the knowledge to help protect their child when online.

Procedures

- Online safety is recognised as part of Spilsby Playgroup's safeguarding responsibilities - the Designated Safeguarding Lead (DSL) takes lead responsibility for online safety concerns.
- Online safety concerns can take many forms, any concerns are reported to the DSL, recorded and actioned.
- Staff are consulted and actively involved in the development of policies and parents views are acted upon in order to provide wider agreement and policy development.
- Policy has been reviewed and approved by the management and staff team as a part of annual safeguarding refresher training
- Online safety information for parents is shared on our website page and through our Facebook page.

All staff:

- Understand their safeguarding responsibility and are clear about how the 'Acceptable Use Policy' fits into their role on a day-to-day basis. This includes the taking of photographs as a part of their child's online profile via Tapestry.
- Have completed safeguarding training as a part of their staff induction and completed refresher training annually
- Are aware, communication with parents/carers and colleagues should be professional and take place via official setting communication channels e.g. work provided emails/numbers to protect both staff and children
- Communication should be transparent and open to scrutiny
- Understand that it is recommended that staff do not accept friend requests or communications from children (past or present) family members (past or present). If there is a pre-existing relationship, this should be discussed with the DSL and/or the manager, who will need to

consider how this is managed, provide staff with clear guidance and boundaries and record action taken.

- Are aware that if they or another member of staff are targeted online, for example online bullying or harassment they should inform their line manager. Managers can refer to the DfE [‘Cyberbullying: Advice for headteachers and school staff’](#) guidance.

Reporting and recording online safety concerns

- Staff with a concern should always involve the DSL who will be able to make decisions about how and when to escalate a concern.
- DSL will follow the setting safeguarding pathway to address concerns.
- All staff know how to access the settings whistleblowing policy

- If required DSLs will contact:

The Lincolnshire Safeguarding Team if they have a safeguarding concern about a child and if needed access;

- the [Internet Watch Foundation](#) (IWF) if settings need to report illegal images (child sexual abuse material);
- the [Child Exploitation and Online Protection centre](#) (CEOP) if they are worried about online abuse or the way that someone has been communicating online;
- the [UK Safer Internet Centre Helpline for Professionals](#) or the [NSPCC](#) for further information.

The Curriculum

- Spilsby Playgroup is aware that in order for children to live in ‘the modern world’ technology is important and offers a great many opportunities and avenues for life now and in the future. For this reason, we have available for the children a range of age appropriate, technological equipment such as, desk top computers, Tablets and Remote-Control Devices.
- All devices are set with the highest parental and safety controls and programs utilised are all age appropriate.
- Our children receive age appropriate, progressive and embedded online safety education throughout the curriculum. E.g. Childnet: [‘Keeping young children safe online’](#) and Internet Matters for [pre-school](#) and [NSPCC online safety](#)

Daily use by staff

Staff make use of technology to support the progress of the children in accordance with the Early Years Foundation Stage. As such each staff member makes use of a Tablet (owned and managed by Spilsby Playgroup). The tablets are used to take pictures of the children and to record observations in order to monitor progress and take learning forward using the online platform of Tapestry.

- Staff are aware that the tablets are purely for the use of recording and supporting children’s development and to be used and stored safely in line with GDPR Policy.
- Parents access their own child’s Tapestry account via a secure, password protected online account in line with GDPR regulations.

- Parents sign a Tapestry contract to agree that they will not share images on Facebook or other social media source where an image on Tapestry contains other than their own children.

Mobile Phones and Personal Devices with the capability to take and share images

We recognise that people may wish to have their personal mobile phones/ SMART watches at work. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the school and early years setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following as a part of the Staff Code of Conduct Policy.

- The use of personal mobile phones, cameras and any device with the capability to take and share images by staff where children are present is not permitted.
- All devices are to be stored in staff lockers in the office. Close supervision of this procedure will be undertaken by the manager.
- Staff and volunteers are permitted to use mobile phones and technological devices at playgroup providing they are not in contact with children, this includes during breaks and at the end of the day.
- Mobile phones must not be used in the presence of the children and this is monitored by the management team.
- In an emergency staff or volunteers must leave the room in which there are children if they need to use their mobile phone in an emergency, this is only if there is another adult in the room to supervise the children.
- Staff who ignore this policy will be reported to the Owner and will face disciplinary action.
- The main telephone number of the setting may be used for people who need to contact staff or volunteers in an emergency.
- In circumstances such as outings and off-site visits, if the settings mobile phone is unavailable for use, it is acceptable for staff to use their own phone for emergency or school related calls only.
- Where it is believed that there may be suspicion that material on a mobile phone or technological device may be unsuitable this will be reported to the DSL who will investigate further.

Use of personal mobile phones, cameras and technological devices by others (this may include children, parents, visitors and contractors)

- It is explained to parents/visitors onsite that mobile phones and technological devices are only used away from the children and where possible, off site.
- Parents/ visitors are informed of the arrangements in place to ensure that photos of children are not taken without prior permission from the manager.
- Parents/ visitors are permitted to take photographs of their own children at school events. However, parents/ visitors are informed that they must not place any footage containing children, other than their own, on the internet or social media sites.

Safety for All

- Spilsby Playgroup is connected to the internet via Spilsby Primary Academy network and as such ensures appropriate filtering and monitoring are in place and the setting
- Access to playgroup's devices is managed and monitored by the management team
- Setting's devices are kept securely and in line with data protection requirements as in our GDPR Policy.

- Physical safety of users has been considered e.g. posture of children/staff when using devices.
- Personal data is managed securely online, in accordance with the statutory requirements of the General Data Protection Regulations (GDPR) and Data Protection legislation.

All staff;

- Are aware that civil, legal or disciplinary action can be taken against staff if they are found to have brought the profession or institution into disrepute.
- Are aware that under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material.
- Are aware of the need to manage their digital reputation, including the appropriateness of information and content that they post online, both professionally and personally.
- Discuss online expectations and behaviour with their friends and colleagues - for example, have they discussed what photos of them can and cannot be shared by their friends on social media.
- Are aware that no matter what privacy settings are used, anything posted online can become public and permanent and could be misinterpreted and/or used without their knowledge or consent.

Links to other Policies

Child Protection and Safeguarding
Prevent Policy
FGM
Staff Code of Conduct
Managing Allegations Against Staff
Whistleblowing
GDPR Policy