

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB).



Internet Safety

Policy statement

At Ladybirds we understand that ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal and social development. They form part of an essential life skill. When using technology with young children and adults in their setting, professionals need to ensure that the resource is used safely and responsibly.

Procedures

Why is internet use important?

- 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, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children
- Internet access is an entitlement for children and young people who show a responsible and age appropriate approach to its use
- The internet is an essential element for education, business and social interaction. Ladybirds has a duty to provide children and young people with quality Internet access as part of their experience.

How will internet use enhance learning and personal and social development?

- Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age appropriate filtering
- Age appropriate guidance about appropriate Internet use will be part of the support for children and young people
- All practitioners should guide children and young people in online activities that will support their developmental and learning outcomes.

How will internet access be authorised?

- All users of the internet will need to agree to responsible internet use
- For younger users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only.

How will filtering be managed?

- A designated senior member of staff **Kayleigh Easton** will manage the permitting and banning of additional web sites identified by Ladybirds.
- Ladybirds will work in partnership directly with parents/carers and Devon County Council to ensure systems to protect children and young people are reviewed and improved.
- Senior practitioners will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the setting or organisation believes is illegal must be referred to the Internet Watch Foundation (<http://www.iwf.org.uk>)

How will the risks be assessed?

- In common with other media such as magazines, books and DVDs, some material available via the Internet is unsuitable for children and young people. Ladybirds will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. Ladybirds cannot accept liability for the material accessed, or any consequences of internet access but will uphold high standards to try to prevent it.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990
- The e-safety lead for Ladybirds will have an awareness of current e-safety advice and will embed this within the work with children and young people
- The senior practitioners for Ladybirds will ensure that the Internet policy is implemented and compliance with the policy monitored.

How should website content be managed?

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 16 are published on the setting's web site
- Website photographs that include children and young people will be selected carefully and will not enable individuals to be clearly identified
- Full names of children and young people should not be used anywhere on the website, first names will only be used in association with photographs
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the children and young people, under the age of 16 to be identified
- The owner will take overall editorial responsibility and ensure that content is accurate and appropriate.

Managing e-mail

- Ladybirds will promote safe use of e-communications to other practitioners, professionals, parents/carers, children and young people
- Children and young people should immediately report to an adult if they receive offensive e-mails
- Children and young people should not reveal any details of themselves to people they do not know, such as an address or telephone number, or arrange to meet anyone
- Younger children will not be provided with individual accounts for email. Any children who wish to set up an account whilst in our care will require written consent from their parent/carer
- Young people should use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of appropriate conduct and may be classed as bullying
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on headed paper.

On-line communications and social networking

- Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12.
- Ladybirds understands that some children using their after school care may have their own social networking site but use of this on the settings equipment is not permitted.

Mobile technologies

- The Nursery mobile phone is used for business purposes by Ladybirds staff. The setting mobile phone may be allowed within the rooms if it supports working with children and young people, e.g. use to capture images of activities for exhibition/display. Information will be downloaded and deleted immediately by **Janine Lissack/ Kayleigh Easton**. Parents, other staff members and older children will be asked not to use personal mobiles for calls or photographs whilst in the setting and provision will be made to safely store personal phones.
- For Further information see 'Use of mobile phones and cameras' Policy

Introducing the policy to children and young people

- Age appropriate rules and rights for Internet access will be posted in all areas where computers and tablets are used
- Children and young people must be informed that Internet use is monitored (no child is left unsupervised with a tablet)
- The teaching of e-safety will be part of the provision for all children and young people. It will include key messages that are age and maturity appropriate, such as keeping personal information safe, dealing with cyberbullying, knowing who to tell if there is inappropriate content/contact on-line.

Families, carers, setting managers and e-safety

- Adults' attention should be drawn to the e-safety policy in newsletters, Ladybirds brochure, family information pack and/or the setting's website
- Parents sign an agreement within their contract on registration that they will not download or use photo's from tapestry for any purpose other than their own viewing (see Tapestry policy for more details).
- Regular information should be provided to parents and carers about how to ensure they can work with Ladybirds to ensure resources are used appropriately
- A partnership approach with parents and carers should be encouraged. This could include awareness-raising meetings, newsletters and hands-on sessions and suggestions for safe internet use at home
- Advice on filtering systems, educational and leisure activities that include responsible use of the internet should be made available to parents
- Interested parents should be referred to organisations such as CEOP, Childnet International, PIN, Parents Online and NCH Action for Children.

Consulting with practitioners and their inclusion in the e-safety policy

- All practitioners should be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment
- All practitioners should be required to see and sign the policy for responsible e-mail, network and internet use as part of their induction
- The consequences for internet and mobile phone/PDA/technology misuse should be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access)
- The monitoring of internet use is a sensitive matter. Practitioners who operate monitoring procedures should be supervised by senior practitioners.
- Practitioner development in safe and responsible internet use will be provided as required by the setting.

How will complaints be handled?

- Responsibility for handling incidents will be delegated to a senior practitioner **Kayleigh Easton**
- Any complaint about practitioner misuse must be referred to the senior manager for Ladybirds. This may include any allegations made outside of the setting.
- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - Interview/counselling by a designated senior practitioner
 - Informing parents or carers
 - Removal of internet or computer access for an identified proportional amount of time
 - Supervised access.

- If a serious allegation is made against a staff member then Ofsted will be notified and procedures outlined in the 'Safeguarding children and child protection' policy will be followed.

Legal framework

- Every Child Matters
- Statutory Framework for the Early Years Foundation Stage
- Education act 1996, 2002

Further guidance

- Working together to safeguard children (2013)

This policy was adopted by

Ladybirds Day Nursery

On

14/08/15

Date to be reviewed

14/08/16

Signed on behalf of the provider

Name of signatory

Janine Lissack

Role of signatory

Owner

E-safety – We will help you to.....

- Know how to stay safe on-line and get the most from being on-line
- Enjoy the internet and the fun, safe things it has to offer
- Know that you have choices about how you use the internet
- Keep your personal information safe
- Explore the internet, but remember not to believe everything on the web
- Tell a member of staff or trusted adult if you think anyone is acting suspiciously, not everyone is who they say they are on-line
- Be safe from cyberbullying and know how to deal with this if it happens to you
- Not feel guilty if you accidentally see something inappropriate on-line and to tell an adult straight away
- Be respectful when going on-line and being off-line

Policy for responsible e-mail, network and internet use for the practitioners of Ladybirds Day Nursery

- I will use all ICT equipment issued to me in an appropriate way. I will not:
 - Access offensive websites or download offensive material
 - Make personal use of the internet or e-mail unless agreed by the setting manager
 - Copy information from the internet that is copyright or without the owner's permission or acknowledging copyright as appropriate
 - Place inappropriate material onto the internet
 - Communicate information that could be considered to be offensive or otherwise inappropriate
 - Disregard my responsibilities for security and confidentiality
 - Download files that will adversely affect the security of the laptop and network.
 - Access the files of others or attempt to alter the computer settings
- I will act on-line as I would off line, in accordance with Ladybirds code of conduct
- I will always log off the system when I have finished working
- I understand that Ladybirds may, in line with policy, check my computer files and e-mails and may monitor the internet sites I visit.
- I will not open e-mail attachments unless they come from a recognised and reputable source. I will bring any other attachments to the attention of the setting manager
- All joke e-mails are potentially damaging and undesirable and therefore should not be used
- I will report immediately any unpleasant material or messages sent to me
- I understand that a criminal offence may be committed by deliberately accessing internet sites that contain certain illegal material
- Equipment belonging to Ladybirds will not be used for personal financial gain, gambling, political purposes or advertising and is forbidden
- I understand that if I do not adhere to these rules, my network access will be suspended immediately, and that other disciplinary consequences may follow.

Name:

Signature:

Date:

Guidelines for practitioners and other staff using social networking sites

Social networks are very popular and used by all ages in society. The most popular social networks are web-based, commercial, and not designed for educational use. They include sites like Facebook. For individuals, social networking sites provide tremendous potential opportunities for staying in touch with friends and family.

As childcare workers, we have a professional image to uphold and how we conduct ourselves online helps determine this image. There have been instances of childcare professionals demonstrating professional misconduct while engaging in inappropriate dialogue about their setting and/or children, staff and parents; or posting pictures and videos of themselves engaged in inappropriate activity. Increasingly, staff online identities are too often public and can cause serious repercussions, both privately and professionally. One of the hallmarks of social networks is the ability to “friend” others – creating a group of others that share interests and personal news. You are strongly advised not to accept invitations to *friend* children or parents within these social networking sites. When children and parents gain access into a worker’s network of friends and acquaintances and are able to view personal photos, the dynamic is altered. ‘Friending’ children and parents provide more information than should be shared in an educational setting. It is important to maintain a professional relationship to avoid relationships that could be misconstrued and/or are contrary to the ‘Guidance for Safer Working Practices for Adults who Work with Children and Young People (November 2007)’.

For the protection of your professional reputation, it is expected that you comply with the following practices:

Friends and ‘friending’

- Never accept children as friends on personal social networking sites
- Do not accept parents as friends on personal social networking sites unless you were friends before
- Do not initiate friendships with children and parents
- Remember that people classified as ‘friends’ have the ability to download and share your information with others.

Content

- Do not write or respond to anything deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations
- Consider whether a particular posting puts your effectiveness as a childcare professional at risk.
- Post only what you want the world to see. Imagine that all work contacts are all able to visit the site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, once you post something it may be available, even after it is removed from the site
- Do not discuss children, parents or co-workers or publicly criticize the setting policies, activities or business
- Do not post images that include childcare and/or parents.

Security

- Visit your profile’s security and privacy settings. At a minimum, childcare professionals should have all privacy settings set to “only friends”
- “Friends of friends” and “Networks and Friends” open your content to a large group of unknown people. Your privacy and that of your family may be a risk. People you do not know may be looking at you, your work, your home, your children, your grandchildren; - your lives!

Parental guide

- Staff are advised not to accept invitations from parents to “friend” on social networking sites and to do so may put them in a difficult work position. We expect them to maintain a professional relationship with you that is not compromised by sharing information on a social networking site
- Similarly we would ask you not to post information on your site that could affect other families and their children from our childcare setting. This particularly would apply if children’s names or photographs were to appear in the context of our setting
- We would always take legal advice if our setting were to be quoted in a defamatory way on a social networking site.

Name:**Signature:****Date:**