

**Roborough Pre School**

Methodist Church Hall,

Bickleigh Down Road,

Roborough

Plymouth. PL6 7AG

**07944 076272**

**Online Safety Policy**

**Including use of Mobile Phones, Cameras & ICT**

Purpose of our Online Safety Policy

This policy will ensure the safe use and handling of all information and communication technology (ICT) within Roborough Preschool. This policy will enable all adults and children within the setting to communicate, teach and learn in a safe environment, particularly in the ‘online world’. This policy will recognise the safety and potential risks as well as the immense value of ICT in our world today.

What this policy will include

This policy will ensure that it includes the safe and acceptable use of the following devices, practices and platforms used at Roborough Preschool:

* The internet including social networking sites eg our preschool Facebook page and Instagram
* Emails
* Storage of children’s and parent’s records and images
* Cameras and other photographic equipment
* Mobile phones

Internet

* Roborough Preschool has a designated online safety lead (DOSL), Marie Bounsall, and all concerns will be directed to the DOSL and actioned as appropriate following our Safeguarding procedures.
* The DOSL will ensure that all ICT devices used in the preschool have all appropriate privacy and security settings to ensure as much as possible the safe use of the internet when teaching and learning in the setting.
* All staff devices can only be accessed using passwords.
* The DOSL will monitor the safe practice of ICT and the internet within the setting through monitoring and self-audits, actioning where necessary.
* Children using the Pre-School computer and / or children’s iPads will only have access to child appropriate activities linked to current topics as part of their learning relating to the EYFS. They will be supervised by the staff during these times. The time the children use these resources will also be monitored and kept to a minimum, adequate for that teaching and learning intention.
* The teaching and learning of using ICT online in a safe way will be embedded within our practise through discussion and modelling in our continuous provision and as part of our curriculum through careful planning.
* The use of the staff iPads for observation and assessment purposes will also take into account our Tapestry Policy.

Social networks

* Any social networks or platforms used for Roborough Preschool will be for advertising and or as a method of sharing preschool information to our parents. We will ensure that our Facebook page for our parents is secure by setting up a private ‘closed’ group that has an administrator who will only accept members when they have been checked and authorised. The administrators for this page is Marie Bounsall (Manager and DOSL) and Nick Winpenny (Vice-Secretary).
* Staff using social networking sites will do so in line with our Staff Code of Conduct Policy and any complaints or reported activities of misconduct by staff will be actioned as appropriate.

Mobile Phones

* All mobile phones will be placed in the mobile phone container (which can be found in the kitchen) or in the office which is found away from the main room of the setting while a session is taking place.
* All visitors are asked to turn phones off and place their phones in the container in the kitchen.
* In an emergency the Pre-School mobile phone can receive personal calls if contact is required and all staff will ensure that they have given the preschool telephone number to all of their contacts who may need to reach them in an emergency eg their partner or their children’s school.
* The Pre-School staff will only use the camera on their iPads for observations and displays only (please see Tapestry Policy). No other cameras will be used in our setting.
* All photographs which require printing for displays will be printed by the Pre-School Manager.
* All parents will sign an agreement form for any special event that the Pre-School might take part in, such as visits to the local Primary school.
* Any special events to which the parents are invited eg Sports Day photos are to be taken of their own child only. No photos are to be shared on social media such as Facebook and Instagram.
* If there any objections to a child being photographed, then their wishes/privacy will be respected.
* Please notify the Pre-School Manager if you have any concerns regarding any of the above matters

Storing information and images

* Parents are made aware of the information and images we will store on our ICT devices and permission is sought to do this.
* The Pre-School is also registered with Information Commissioner’s Office (ICO)

**THIS POLICY WAS UPDATED 13/09/2022**

**SIGNED ON BEHALF OF ROBOROUGH PRE-SCHOOL**

**MARIE BOUNSALL**

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**Manager/Nominated Individual**