

# Bow Lane Pre-school

## The Safeguarding and Welfare Requirements: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

### Child Protection

#### 1.10 E-Safety Policy (Inc cameras, watches and mobile phones)

##### Policy statement

At Bow Lane Preschool we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, in that the potential risks involved should not be ignored.

The preschool in the following policy, endeavours to ensure E-safety is assured to all users of the preschool, whether child, parent, staff member or visitors.

Our child protection/safeguarding officer, ensures this policy is upheld by staff and parents alike. Bow Lane Preschool trusts that all adults will respect and uphold this policy so as to maintain E-safety and prevent any potential risks occurring.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.1 Parents as partner's	3.4 The wider context	4.4 Personal, Social and Emotional Development

##### Internet Use

Currently the preschool has a tablet that children can access for educational activities and all internet use has been blocked. The owner has a mobile wi-fi unit which is used for work emails and is only turned on for this use. This is password accessible only.

Should a computer be provided there is no Wi-Fi currently available in the hall.

Staff using work laptops at home, use a protected and encrypted memory stick accessed by secure passwords.

##### Emails

The preschool has a designated website and email address for professional correspondence. Parents are given this information when expressing an interest in the preschool, and again on registration.

##### Personal Emails

The preschool recognises that the Manger/owner and Senco will communicate via email outside working hours. The preschool provide the Senco with a work laptop using an encrypted memory stick using a security password,. When sending emails the documents are set with a password for opening. The names of children should be kept to a minimum.

- Correspondence will be written in a polite, respectful and non-abusive manner

### • **Storage of Documentation**

Bow Lane Preschool recognises that personal computers are used to create working documents for the preschool, in terms of registers, invoicing, planning for instance.

- All home computers must be password protected
- Work documents placed in locked folders
- Only acceptable use is permitted
- Personal details are kept to a minimum
- All confidentiality is assured, with breaches considered serious misconduct, and dealt with accordingly

### **Social Networks**

Bow Lane Preschool has a facebook site for parents. We also recognise that staff and students may hold personal social networking accounts. The pre-school is not to be discussed on any of these sites. Any abuse or breaches of confidentiality by any adults/ students associated with the preschool is strictly forbidden, and will not be tolerated. All suspected cases must be reported, the preschool will record all incidents and act on them immediately.

- Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered gross misconduct and will result in instant dismissal.
- Students on commencement of placement sign to say they will abide by our student policy and maintain confidentiality at all times. Any reported breach of this agreement will result in immediate termination of their placement with the preschool, and notification to their educational establishment.

### **Use of Cameras**

- Personal cameras belonging to staff are not permitted in the preschool
- The preschool provides an authorised digital camera for use by staff.
- Parental permission is sought before any photographs are taken of children, this informed consent includes information on how photographs are stored, and retrieved and may be used.
- All staff are made aware of any parental photographic objections or restrictions.
- Staff are permitted to take children's photographs to capture spontaneous moments to support the Early Years Foundation Stage or to share with parents, once consent is granted.
- The preschool Safeguarding Officer takes responsibility for the memory card, which remains in the setting. It is only taken off the premises by the owner to get the photographs printed and then they are deleted.
- Parents are not permitted to take any photographs of any children at social events held at the preschool.
- Staff must not wear any type of watch at work that is able to take photographs. The watch must be treated the same as staff mobile phones and locked in the staff cupboard or in the box in the kitchen during working hours. Action will be taken against any member of staff that does not adhere to this policy.

### **Professional Photographers**

The preschool uses professional photographers within the setting; this is by arrangement with the owner and manager.

All photographers have DBS clearance, are asked for their ID on admission to the preschool, and are not left alone with any of the children, at any time.

No photographs of children will be taken without parental consent, and all parents are asked whether they or named carer will be present when photographs are taken.

## Mobile Phones

The preschool provides an authorised mobile phone for professional use, as there is no landline in the Scout hall. The owner has a mobile phone which is used for work purposes and is kept in the office.

All contact details of children are kept in the contacts folder, thus no numbers are stored in the preschool mobile.

All personal mobiles are stored safely and securely in the preschool. Staff are not permitted to wear any type of watch that has the ability to text without the use of a mobile phone. Staff's mobile phones are turned off whilst at pre-school and are either locked in the staff cupboard or placed in the box in the kitchen.

## Staff Mobiles

- Mobile phones by staff are not used in the pre-school during operating hours. If a staff member needs to use their phone during their break they will go off the premises.
- When authorised pre-school trips take place the staff member uses a pay as you go pre-school mobile phone.
- Staff mobiles are stored safely within the setting.

## Parent/ Visitor Mobiles

- Parents/visitors are requested not to use their mobiles within the preschool, both verbally and via posters. Safe storage of their phones is sought.

## Legal framework

- General Data Protection Regulations (GDPR) (2018)

This policy was adopted at a meeting of Bow Lane Pre-school name of setting

Held on 6<sup>th</sup> September 2019 (date)

Date to be reviewed 6<sup>th</sup> September 2020 (date)

Signed on behalf of Bow Lane

Pre-school

Name of signatory Gaye Hooker

Role of signatory Owner