



HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

E-safeguarding Policy

Policy statement

Harlington Village Preschool (HVPS) and Wrap Around Care (WAC) is committed to keeping children safe and healthy. The e-safety policy operates at all times under the umbrella of the current Safeguarding Policy. The e-safety policy is the implementation of Safeguarding in relation to electronic communications of all types. The staff at HVPS and WAC will follow the guidelines set out below to ensure they maintain their duty to safeguard all children in their care.

Procedures

WEBSITE USE

The new HVPS website is designed to provide a forum of up-to-date information for parents, carers and staff. It is a point of contact for the community but it will contain **no photographs of the children and no full names of children or their families**, particularly in relation to photographs.

INTERNET USE

As the internet is used in the office and via Samsung tablets for staff, we ensure that when children at pre-school are using kindle fire tablets, they are always supervised. During the WAC sessions, the internet access is switched off.

FACEBOOK PAGE

The Facebook is another forum for information and contact in the community. It **will not** be used to expose photographs of the children or to reveal their names but some of their work will be displayed here and occasional photographs showing only hands of children participating in activities. This is for parents to see the work the children have produced in the session and show how we are meeting their educational needs.

STAFF CONDUCT

HVPS and WAC staff will **NEVER** use social networking sites to reference the setting, children or their families. Such conduct could be labelled misconduct or gross misconduct and result in damage to the setting, children or families. This could lead to disciplinary procedures against the member of staff involved.

CAMERA USE

- Only the preschool camera or staff Kindle Fire tablets will be used to take photographs within the setting. Photographs may be taken to be printed for displays or to be used as observational evidence in the child's online profile. Occasionally photographs for Facebook using the children's work or hands may be taken on the Leader's mobile phone and sent directly to the Facebook co-ordinator. They are then erased from both phones. No photographs of children may be taken on any other device, other than those mentioned.
- Photographs will be used to record progress in the child's 'blue book' and on in-house displays. Pictures of the children will NEVER be used on social networking websites.
- The children's work may be displayed on Facebook or the HVPS website but never in relation to faces, names and personal details.
- Photographs of preschool children, once printed will be deleted and not kept on any computer or mobile phone.
- Members of staff must not bring their own cameras or video recorders into pre-school.
- Photographs or recordings of children are only taken on equipment belonging to HVPS.
- Camera, tablet and video use is monitored by the session leader.

- 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 in the grey folder in the filing cabinet) or more recently, on the child's registration form.

MOBILE PHONE USE

HVPS and WAC takes steps to ensure that there are effective procedures in place to protect children from the unacceptable use of mobile phones

- Personal mobile phones belonging to members of staff and visitors are kept in a clear box in the office during working hours.
- At the beginning of each member of staff's session, they ensure their personal mobile is placed into the box in the office. It is the leader's responsibility to check that this has been done.
- In the event of an emergency, personal mobile phones may be used in the office.
- Members of staff ensure that the telephone number of pre-school 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 from care of the children.
- Members of staff will not use their personal mobile phones for taking photographs of children in the setting or on outings. (see camera use for Facebook)
- 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 to use the office space where there are no children present.
- The dedicated pre-school phone is to be used for pre-school business; it does not have a camera facility.

PARENTAL AWARENESS

Parents will be made aware of the items contained in the e-safeguarding policy and the staff at HVPS and WAC will endeavour to promote awareness of e-safety in the home to parents and carers.

COMPLAINTS PROCEDURE

Any complaints made regarding e-safety at HVPS and WAC will be dealt using the procedure set out in the full safeguarding policy.

This policy was adopted at a meeting of

Harlington Village Pre-School

Committee

Held on

April 2017

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Nina Biscoe

Role of signatory

Chairperson

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.