Online Safety Policy

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| EYFS: 3.4-3.7 |

Our Playgroup is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Keeping Children Safe in Education states *“The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:*

* *content: being exposed to illegal, inappropriate or harmful material;*
* *contact: being subjected to harmful online interaction with other users; and*
* *conduct: personal online behaviour that increases the likelihood of, or causes,*

*harm”*

Within the Playgroup we aim to keep children (and staff) safe online by:

* Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
* Ensuring content blockers and filters are on all our devices, e.g. computers, laptops and any mobile devices
* Keeping passwords safe and secure, not sharing or writing these down.
* Ensure management monitor all internet activities in the setting
* Ensuring any apps downloaded onto Playgroup devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
* Locking away all Playgroup devices at the end of the day
* Ensuring the Playgroup devices will not have any messaging apps
* Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
* Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
* Ensuring children are supervised when using internet devices
* Provide training for staff who need this to keep children safe online. We encourage staff to complete an online safety course which can be found at [https://moodle.ndna.org.uk](https://moodle.ndna.org.uk/course/index.php?categoryid=27)
* We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated.

**Social Networking**

Social media is becoming a large part of the world we live in and as such at **Sutton Bonington Playgroup** we need to make sure we protect our children by having procedures in place for safe use.

**Staff use of social media**

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the Playgroup, Playgroup staff, parents or children.

* When using social networking sites such as Facebook or Instagram staff must:
	+ Not name the setting they work at
	+ Not make comments relating to their work or post pictures in work uniform
	+ No reference to any child’s/staff/parents’ name, picture or personal information will ever be shared via social media.
	+ If staff allow colleagues to be friends on social networking sites then this relationship must remain professional and the confidentiality policy must be adhered to at all times.
	+ If a parent asks questions relating to a sensitive work matter via social networking sites, then staff should reply asking them to come into the setting or contact the manager
	+ Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
	+ Report any concerning comments or questions from parents to the manager/safeguarding lead
	+ Follow the staff code of conduct policy
	+ Not use any playgroup devices to access personal email or social networking sites
	+ Not post anything that could be construed to have any impact on the Playgroup’s reputation or relate to the Playgroup or any children attending the Playgroup in any way
	+ Parents must be reminded that they are not permitted to post photographs, which may contain images of children other than their own to social networking sites, for example group photographs from Sports Day or an Outing.

**Failure to comply with the above will lead to a staff disciplinary procedure. Any member of staff found to be in breach of any of the above may be subject to disciplinary action. Every staff member has a duty to report any breach of policy to the management team.**

**Playgroup and Parent &Toddler Facebook page**

The aims of our setting Facebook page is for promotion and to strengthen our home-school links, showing what we do, (using appropriate references/pictures), and for appropriate information sharing with parents for example; as term dates, external provider visits, fundraising information, donation requests and events of interest to parents. Personal information will not be shared on this page.

This is a closed group and the settings are managed by the playgroup leader and deputy who has responsibility for authorising requests to join from known parents, carers, grandparents and childminders who attend the group.

Content will be planned and information will always remain professional. The playgroup leader will monitor the activity on the page. Only photos of children whose parents have previously given consent are permitted to be posted on the site.. The effectiveness of this page will be continually monitored in relation to these aims.

Parents and visitors’ use of social networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Instagram and Twitter.

We ask parents **not to:**

* Screen shot or share any posts or pictures from the Playgroup on social media platforms (these may contain other children in the pictures)
* Post any photographs to social media that have been supplied by the Playgroup with other children in them (e.g. Christmas concert photographs or photographs from an activity at Playgroup)

We ask parents to:

Share any concerns regarding inappropriate use of social media with the manager or committee.

**Mobile phone and electronic devise use**

*This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.*

At **Sutton Bonington Playgroup** we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the Playgroup receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours. (Fitbits and smart watches are allowed to be worn but not used in the setting). The Playgroup Leader, deputy and administrator nmay use their personal phone to access emails in relation to Playgroup and for other playgroup business as long as it is pre-agreed that these phones can be checked upon the committee’s request.

We use the mobile phone supplied by the Playgroup to provide a means of contact in certain circumstances, such as outings. In cases where the playgroup phone needs to remain in the setting, the deputy or manager’s phone may be used for outings.

This policy should be used in conjunction with our **Online safety policy** to ensure children are kept safe when using the playgroup devices online

Staff must adhere to the following:

* Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
* Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
* Mobile phones should be stored safely in the mobile phone box on the filing cabinet at all times during the hours of your working day
* The use of Playgroup devices, such as tablets, must only be used for Playgroup purposes
* During outings, staff will use mobile phones belonging to the Playgroup wherever possible.
* Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Playgroup owned devices will be used to take photographs or film videos
* Playgroup devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another individual and returned to Playgroup as soon as practically possible
* Photos printed from Playgroup devices must be done using the on-site printer. In circumstances where prints are required for parents (e.g. graduation pictures) then management will take the device directly to the printers to be actioned straight away or a secure photo printing app (whose privacy policy has been approved by the committee) will be used

Parents’ and visitors’ use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child’s day. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Playgroup or when collecting or dropping off their children.

Visitors are requested to leave their mobile phones out of sight and not to be used within the setting unless supervised.

**Photographs and videos**

At **Sutton Bonington Playgroup** we recognise that photographs and video recordings play a part in the life of the Playgroup. We ensure that any photographs or recordings taken of children in our Playgroup are only done with prior written permission from each child’s parent and only share photos with parents in a secure manner. We obtain this when each child is enrolled.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child’s learning journey; for display purposes; for promotion materials including our Playgroup website. We ensure that parents understand that where their child is also on another child’s photograph, but not as the primary person, that may be used in another child’s learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child’s play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the Playgroup. The Playgroup manager will monitor all photographs and recordings to ensure that the parents’ wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the Playgroup premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

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| **This policy was adopted on** | **Signed on behalf of the playgroup** | **Date for review** |
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