**Ofsted helpline number 0300 123 1231
Ofsted Notifications (Allegations) 0300 123 4666**

**Children and Families Hub ((8:45-5:30 Mon – Thurs, 8:45-4:30 Fri) 0345 603 7627**

**Out of office number(all other times inc. Bank holidays) 0345 606 1212)**

**Email for emergency out of hours team :** Emergency.DutyTeamOutOfHours@essex.gov.uk

**Non urgent e-mails to Children and Families Hub** FOH@essex.gcsx.gov.uk

**If in danger of imminent harm call the Police – (dial 9 for outside line) 999**

**Local Authority Designated Officer (LADO) 03330 139 797**

**Non urgent e-mails to LADO** childrens.safeguarding@essex.gov.uk

**Essex Safeguarding Children Board** [www.escb.co.uk](http://www.escb.co.uk/)

**National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000**

**Independent Vetting and Barring Scheme contact centre number 0300 123 1111**

**To ensure information is up to date contact** workingtogether@essex.gov.uk

**Essex Safeguarding Manager – Jo Barclay – 0333 013 1078**jo.barclay@essex.gov.uk

**Team around the family Safeguarding officer – TAFSO – tafso@essex.gov.uk
South team – Jo Shea -** Jo.shea@essex.gov.uk

**Essex Effective support portal – for making non-urgent referrals and for latest guidance** <https://www.essexeffectivesupport.org.uk/home/>

**Essex County Council Provider Portal** <https://eycp.essex.gov.uk/safeguarding/>

**Our Designated Safeguarding Officer is Maggie Catmull**

**The 3 Pre-school Directors are: Maggie Catmull -Overall Manager (Ofsted Nominated person),**

**Sarah Duffy – Setting Manger, Katie Ramsey – SenCo**

06 Safeguarding children, young people and vulnerable adults procedures

# 06.09 E-safety (including all electronic devices with internet capacity)

**Online Safety**

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as ‘e-safety’, ‘online’, ‘communication technologies’ and ‘digital technologies’ refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks.

The issues are:

***Content (what they see & hear)* – being exposed to illegal, inappropriate or harmful material**
( e.g. searching for inappropriate content or they may stumble upon inappropriate content, images and videos, messages they may upset or frighten them)

***Contact (who they connect with)* – being subjected to harmful online interaction with other users** (e.g.speaking to people they don’t know, knowing the difference between an on-line and off-line friend, inadvertently changing settings to expose personal information like location and their name)

***Conduct* (how they behave)– personal online behaviour that increases the likelihood of, or causes, harm**(e.g. copying harmful behaviours, being unkind to others(with words or by excluding ithers from play), using terminology and language that isn’t age appropriate, engage in harmful relationships spending real money without realising)

The setting will promote on-line safety through

* Giving parents information on how to keep their children safe on-line.
* Ensuring privacy settings and parental controls are set appropriately
* Ensure equipment and software used is age appropriate
* Monitor children whilst on devices
* Role modelling safe use of devices
* Talking to children about safety on-line using the NSPCC Techosaurus
	+ Play – Play & be kind
	+ Protect – Protect your personal information
	+ Ask – Ask before you try something new on-line
	+ Say - Say is anything has made you feel upset

**I.C.T Equipment**

* The setting manager ensures that all computers have up-to-date virus protection installed.
* Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children’s learning journeys.
* Tablets remain on the premises and are stored securely at all times when not in use.
* Staff follow the additional guidance provided with the system

**Internet access**

* Children never have unsupervised access to the internet.
* The setting manager ensures that risk assessments in relation to e-safety are completed.
* Only reputable sites with a focus on early learning are used (e.g. CBeebies).
* Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
* Children are taught the following stay safe principles in an age appropriate way:
* only go online with a grown up
* be kind online **and** keep information about me safely
* only press buttons on the internet to things I understand
* tell a grown up if something makes me unhappy on the internet
* Staff support children’s resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
* All computers for use by children are sited in an area clearly visible to staff.
* Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk/).

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

**Personal mobile phones – staff and visitors** (includes internet enabled devices)

* Personal mobile phones and internet enabled devices are not used by staff in the rooms during normal working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e,g, mickey mouse room. The setting manager completes a risk assessment for where they can be used safely.
* Personal mobile phones are put on silent and stored in the office.
* In an emergency, personal mobile phones may be used in the privacy of the office with permission.
* Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
* Staff do not take their mobile phones on outings, unless you have been asked by the manager to take your phone for emergency contact. The office mobile will be taken.
* Members of staff do not use personal equipment to take photographs of children.
* Parents and visitors do not use their mobile phones on the premises, all visitors are asked to leave their phone in the office. There is an exception if a visitor’s company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.

**Cameras and videos**

* Members of staff do not bring their own cameras or video recorders to the setting. The only exception is for the setting manager when she brings in her with consent from parents to create pictures for fundraising or the final end of year photo.
* Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting. Wherever possible these are taken from Tapestry or the current system that the pre-school is using to record observations.
* Camera and video use is monitored by the setting manager.
* Where parents request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else’s children.
* Photographs/recordings of children are only made if relevant permissions are in place.
* If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.

**Cyber Bullying**

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

**Use of social media**

Staff are expected to:

* a understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
* ensure the organisation is not negatively affected by their actions and do not name the setting
* are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
* are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
* are aware that they must not store or share images of children sent to them unless they have written consent from the parents
* observe confidentiality and refrain from discussing any issues relating to work
* not share information they would not want children, parents or colleagues to view
* set privacy settings to personal social networking and restrict those who are able to access
* not accept service users/children/parents as friends, as it is a breach of professional conduct. Where staff have an existing friendship on social media they must complete form 06.09a Risk assessment for social media friends with parents to declare any existing relationships with parents.
* report any concerns or breaches to the designated person in their setting
* not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

**Use/distribution of inappropriate images**

* Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated person who follow procedure 06.02 Concerns allegations of serious harm or abuse against staff volunteers.

See also:

[www.safeinternet.org.uk](http://www.safeinternet.org.uk)

 [www.brook.org.uk/education/sexual-behaviours-traffic-light-tool/](http://www.brook.org.uk/education/sexual-behaviours-traffic-light-tool/)

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>