



## **Strawberry Hill After School Clubs Wrap Around Care E-Safety Policy**

Wrap Around Care =  
St James Breakfast and After School Club  
St Richard Reynolds Breakfast and After School Club  
Twickenham Prep Wrap Club

### **STATEMENT OF INTENT**

At Strawberry Hill School Clubs Wrap Around Care we want staff and children to be protected when using any form of Information Communication Technology (ICT) to include the internet.

### **Aims**

Our aims are to act responsibly, and the following guidelines should be followed for the protection of staff and children. At Strawberry Hill School Clubs Wrap Around Care we want to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

### **Procedures**

#### **1. Information Communication Technology (ICT) equipment**

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

#### **2. Internet Use**

- Children do not normally have access to the internet and never have unsupervised access.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- Children are taught the following stay safe principles in an age-appropriate way prior to using the internet;
  - only go online with a grown up
  - be kind online
  - 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
- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying



safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.

- If a second-hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- 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)
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or ChildLine on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk)
- Staff using personal computers at home for the purposes of work are made aware that they should be protected by secure passwords and have recognised spyware software installed.

### 3. Emails

- Strawberry Hill School Clubs Wrap Around Care has a designated email address for professional correspondence that is password protected. The password is only known by Lisa Neagle. It is changed at regular intervals. The password is not disclosed to anybody else.
- Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children.
- Staff send personal information by encrypted email and share information securely at all times.

### 4. Personal Emails

It is recognised that the Pre-school Management Committee may communicate via email outside of working hours. The pre-school advises that all personal computers are locked with a security password and have spyware software installed. All emails should adhere to the following:

- The names of children should be kept to a minimum
- Correspondence should be polite, respectful and remain professional
- Any abuse or breaches of confidentiality by any adults/students associated with the school club is strictly forbidden and will not be tolerated.
- All suspected cases must be reported, the pre-school will record all incidents and act on them immediately.

### 5. Storage of Documentation



Strawberry Hill Pre-school and Wrap Around Care recognises that personal computers are used to create working documents such as registers, invoicing and planning.

- Access to documents with personal information is limited as much as possible, and is usually only available to the Preschool Management only.
- 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

## 6. Social Media

The pages do not feature any children's photos, or use the name of any child. Any abuse or breaches of confidentiality by any adults/students associated with the pre-school is strictly forbidden, and will not be tolerated. All suspected cases must be reported, the pre-school 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.
- Staff, parents or committee members should not upload photos taken of children in setting to any social network site. Parents are reminded of this at occasions where photographs are taken (sports day, nativity etc)
- Students on commencement of placement sign to say they will abide by our student policy and always maintain confidentiality. Any reported breach of this agreement will result in immediate termination of their placement with the pre-school, and notification to their educational establishment.

## 7. Use of Cameras

- Personal cameras belonging to staff are not permitted in any of the settings.
- The pre-school provides an authorised digital camera for use by staff. Under no circumstances should photos be taken on a mobile phone.
- Parental permission is sought before any photographs are taken of children
- 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.
- Images taken must be deemed suitable without putting the child/children in any position that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed within the lockable cupboard when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded and then erased as soon as possible
- Photographs should then be distributed to members of staff (key persons) to record in children's learning journals.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the settings Manager.



- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name.
- Failure to adhere to the above will lead to disciplinary procedures being followed.
- Parents are permitted to take photos during organised events such as Easter Bonnet Parade and Nativity. Parents are reminded that photos should be for personal use only, and not uploaded to any social networking site or webpage.

## 8. Mobile Phones

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the kitchen until the parent collects them at the end of the session.
- The pre-school and Wrap Around Care has an authorised mobile phone for use in setting, as there is no landline available in the hall. All contact details for children are kept in the setting and numbers are stored on the mobile.
- Staff mobile phones are kept in a safe place and should not be used during work hours. Under no circumstances do any of the settings allow a member of staff to contact a parent/carer using their personal phone.
- Staff must ensure that their mobile phones which are bought into setting, do not have any inappropriate or illegal content on. Under no circumstances should a member of staff use their phone to take photos in setting.
- Staff needing to use a phone in setting (due to personal reasons/ an emergency) etc, do so at the discretion of the settings Manager. If a member of staff has a family emergency or similar and it is necessary to keep their phone to hand, prior permission should be sought from the settings Manager and the mobile phone can be placed by the kitchen hatch. Any personal phone calls should be taken somewhere private but convenient.
- During outings and walks, the Pre-school and Wrap Around Care takes responsibility for the phone and a contact list, to ensure parents can be contacted in case of an emergency.
- Parents and visitors are requested not to use their mobiles within the settings and are asked to sign the Visitors policy to acknowledge this.
- If a visitor needs to use their mobile phone in order to fulfil the reason for their visit/job, then they will ask permission from the settings Manager or Designated Safeguarding Lead and be supervised at all times.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the settings Manager. Concerns will be taken seriously, logged and investigated appropriately (under the Allegations against Staff policy).
- The settings Manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action. Further guidance
-



- NSPCC and CEOP Keeping Children Safe Online training: [www.nspcc.org.uk/what-you-can-do/getexpert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/getexpert-training/keeping-children-safe-online-course/)

### Responsibilities

The responsibilities of the settings Managers are:

- to ensure that all members of staff have read and understood this policy, and to make them aware of the severity of their actions should they choose not to put the policy into practice.
- to make sure the parents are aware of this policy.

The responsibilities of employees are:

- to read and confirm understanding of this policy.
- to work according to the terms set out in this policy.

The responsibilities of parents are:

- to be aware of this policy and what measures can be taken at home to keep children safe from harm regarding e-safety.

The responsibilities of the members of the settings Management are:

- to ensure that all members of staff have read and understood this policy, and to make them aware of the severity of their actions should they choose not to put the policy into practice.

Settings Management are:

St James Breakfast and After School Club, Tina Spicer

St Richard Reynolds Breakfast and After School Club, Miss L Lindsay and Mariangel Bronkhorst

TPS Wrap Club, Aida Hyso

Reviewed in August 2023