

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

1.6 Use of mobile phones, cameras, tablets, laptops and Smart Watches in the Setting and on outings including Alexa Dot & E-Safety



Little 1 Nursery

Policy statement

We take steps to ensure that there are effective procedures around eLearning in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, cameras, tablets, laptops and smart watches in the setting. We communicate the importance of e-safety and the use of technology with parents and carers through regular updates in newsletters and bringing current press and legislation to their attention. We have issued a top-tips of keeping children safe online to parents and carers.

Procedures:

Personal Mobile Phones

- Personal mobile phones are stored in a specific location away from the children.
- They are kept in mobile phone storage unit in the upstairs office.
- Senior management may have personal mobile phones on visible display on desks in as they are used by the management team as main method of communication (messages, calls and emails). Upon request of the setting managers these phones can be searched; including photographs and videos.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the senior manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency as they will not be able to answer their personal mobile phones during work hours, as they will be switched off.
- Parents and visitors are prohibited not to use their mobile phones whilst on the premises. We remind parents/carers of this procedure with signs and in newsletters. Some visitors may be able to use their phones with management in the office e.g. assessors.

Cameras, videos and tablets

- Members of staff must not bring their own cameras, tablets or video recorders into the setting. The only equipment to be used belongs to Little 1 Nursery Ltd.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting and uploaded to our observation software.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera, video, tablet and laptop use is monitored by the setting management team.

- Cameras and tablets are for use in play rooms, garden, outings and office. They must not be used in nursery bathrooms unless with prior permission from room leader to document a child achieving a next step for example hand washing.
- 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 video recordings of children are only taken of children if there is written permission to do so (found on the individual child's permissions form).
- Nursery tablets are for setting use to access observation software.
- Staff may use Tablets for; Amazon Prime for music and play through Bluetooth speakers.
- Senior Managers will randomly check iPads for website access and challenge staff of any unusual activity.
- We have restrictions applied on our iPad/Samsung tablets to disable access to Safari/Google chrome. Staff are to ask for permission to access the internet and this will be monitored. The access to Samsung internet app cannot be disabled so to safeguard against improper use the Wi-Fi is to be turned off whilst in use by children.
- Tablets must not leave the setting unless with prior authorisation of senior manager for Little 1 Nursery event e.g. Summer Fayre or Christmas Party.

Laptops

- We have laptops at Little 1 Nursery. Laptops which are primarily used by management in the office.
- We operate a clear desk policy at the end of each day; all laptops to be shut down and turned off and stored in locked cupboard.
- Senior Managers will randomly check laptops for website access and challenge staff of any unusual activity.

Setting Mobile Phones:

- Nursery has an iPhone; the setting may use this to take photographs and short videos of children on outings which will then be uploaded to our observation software when back at setting then deleted immediately so always clear of photographs and videos. Staff and managers may use these phones to call or text parents if landlines are busy. These numbers are also published on our website. Senior Managers will randomly check setting iPhones for website access and challenge staff of any unusual activity.

Chandlers Ford:

2 nursery landline numbers. 1. 023 8027 3898

In case of outing staff will use outing iPhone: 07585096361

Smart Watches:

Staff must sign an agreement to say that they adhere to the agreement, so they meet our safeguarding requirements.

This agreement states that staff must seek prior authorisation from management to ensure it is not linked to your phone during working hours; so you do not receive calls, texts, emails or notifications to the watch. All staff wearing a smartwatch must adhere to the agreement, so we meet our safeguarding requirements.

Alexa Dot

This policy has been taken and amended from Amazon UK

What Personal Information Does Amazon Collect From Children?

When we provide these services, we may collect and process, and children may share, children's personal information ("Child Personal Information").

*No Child information is added to any Alexa device, all nursery Alexa devices are linked to becky@little1nursery.co.uk as well as Rebecca Mirza's personal information *

What we have put in place to protect your children;

- * We have configured the settings on all of our Amazon Alexa devices inline with the internetmatters.org
- * Turned on the profanity filter
- * Turned off voice deactivation for explicit content
- * Turned off voice purchasing
- * Set up the Preschool Alexa Dot with a profile named as 'Preschool'
- * Set up The Nest Alexa Dot with the profile named as 'The Nest'