

## **Guidance on producing policies on the use of technology**

### **Including mobile phones, cameras and the internet in your setting**

Below is a series of extracts taken from various government publications about what the statutory requirements are requirements around safeguarding policies in relation to the use of technology, mobile phones, cameras and the internet within your Out of School club.

#### **Extract from [Statutory Framework for the Early Years Foundation Stage](#).**

3.6 Safeguarding policies and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation made against the member of staff. It should also cover 'how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.

**Extract from [Education Inspection Handbook](#)** states that providers must have appropriate child protection arrangements, which: identify learners who may need early help, and who are at risk of harm or have been harmed – this can include, but is not limited to, neglect, abuse (including by their peers), grooming, exploitation, sexual abuse and **online harm**; secure the help that learners need and, if required, refer in a timely way to those who have the expertise to help; and manage safe recruitment and allegations about adults who may be a risk to learners.

Extract from [After-school clubs, community activities, and tuition Safeguarding guidance for providers](#) - An effective approach to online safety empowers you to protect and educate children in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incidents where appropriate.

The 4 main risk areas are content, contact, conduct & commercialisation.

#### **Providers may find it helpful to read:**

- [Safeguarding children and protecting professionals in early years settings: online safety considerations.](#)
- [Safeguarding children and protecting professionals in early years settings: Online safety considerations for managers](#)
- [Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners](#)

### **What your policy could include**

In this age of digital technology and internet, Out of School settings should [equip children with skills to manage risks associated with living in a digital age](#). Instances

of children being groomed, either for sexual exploitation or into extreme groups, will happen on internet connected devices and mobile phones and staff need to be aware of the risks of this. Leicestershire Constabulary have a campaign to help providers think! "Are you Listening"

OOS providers should have an online safety policy for staff, volunteers and children which covers the use of mobile phones, cameras, use of technology and the use of the internet. This will help safeguard children from potentially harmful online material and inappropriate conduct or contact.

#### **Staff's use of their own personal mobile within the setting.**

- Where are they to be kept when at work?
- When can staff make personal calls?
- What if they are expecting an emergency call?

#### **Consider how the setting communicates internally:**

- Do staff use their own phones?
- Has this been risk assessed?
- Are staff aware of when and what their phones are to be used for whilst at work?
- Consider minimising the risk by using other methods e.g., Walkie Talkie

#### **Childminder:**

##### **How your phone will be used and what information you will store:**

- Parent's contact details?
- Take photos?
- How will you keep information confidential?

##### **If the setting has no land line and uses a mobile phone or a mobile phone is used for outings, how is this used/stored?**

- Consider purchasing a basic mobile phone without a camera or internet facility.

#### **Cameras**

##### **How/why/when photos will be taken of children/ where stored and for how long. Is setting camera used?**

- Photo permission form to be produced for parents.
- Special events / open days

- If storing photos on your computer/phone/tablet, do you need to register with the Information Commissioners Office? (ICO)

### **Video, Filming, Social Media (including recording devices i.e. ring doorbells)**

- permission form to be produced for parents.
- do you need to register with the Information Commissioners Office? (ICO)
- who has access to footage and under what circumstances would it be shared and which whom?
- Social media posts and accounts, who has access to them?
- Consider having a secure parents page which could contain photos of children (if permission agreed) and a separate business page (environment and marketing only)

### **Parents use of their mobiles in the setting**

- Children bringing their own phones to the setting. If allowed, for what purpose? Listening to music/playing games? Staff need to have an awareness of group social chat media and potential misuse. Children in OOS should be part of the process in putting together a policy.
- Parents taking photos on their phone if children, other than their own, are around.
- Have any internet devices in the setting got suitable security and filtering systems in place?

It is good practice to have information for parents and children on how to keep children safe when using the internet, what to do if you have concerns about what children are viewing and how children can keep themselves safe.

Your policy could also state what training staff have undertaken or how the staff team keep themselves updated in order to deal with social media/internet/safeguarding issues.

Consider Staff professional conduct regarding the use of social networking sites.

Extract from [After-school clubs, community activities, and tuition Safeguarding guidance for providers](#) - **Filtering and monitoring**

‘You should have filtering and monitoring systems in place on all devices provided by your setting, and regularly review the effectiveness. The Department for Education has published [filtering and monitoring standards](#) to support schools & colleges with this, which you may also find useful. Additional guidance on filtering and monitoring is provided by the UK Safer Internet Centre: [Appropriate filtering and monitoring: A Guide for education settings and filtering providers](#)’.

## **Staff training**

Make sure all staff (including volunteers), parents, carers and children understand and comply with your online safety policy.

## **Ideas to explore**

Out of school settings: Could you also have an 'On-Line Champion'? This could be a child/ group of children that work with a member of staff to raise awareness of what site is 'in' at the moment [because children always know before adults] and how children can keep safe and be better informed.

Out of school clubs can be proactive in working with children on internet safety, allowing children to make informed choices and where to go for advice. Put a display board together with information of where help and advice can be found, ask the children to research and create posters that can be displayed.

## **Websites that have supportive information are:**

- [Safeguarding Children in Leicestershire and Rutland](#)
- [NSPCC Keeping children safe online](#)
- [The National Crime Agency's CEOP Education team– information aimed at children and parents](#)
- [Out of School Alliance](#)

Schools also have a wealth of information that school based settings can tap into and complement at their setting.

['E-Safety' from Leicestershire County Council.](#)

If you are on a school site, make sure your policy reflects or makes reference to the school policy.

Why not obtain some books for the children to read about online safety?

## **Books on Online Safety include:**

- [Old McDonald had a phone](#) 3-8years
- [Goldilocks a hash tag tale](#) 3-8years
- [Troll Stinks](#) 3-8 years
- [Chicken Clicking](#) 3-8 years
- [Dairy of Elle \(Dennis and his online gaming adventure\)](#) 8-12 years
- [Diary of Elle \(Lizzy's Triumph over cyber bullying\)](#) 8-12 years

- [Diary of Elle \(Elle gets a mobile phone\)](#) 8-12 years

This list is not exhaustive, and your policy **must** reflect what happens in your setting. Consultation with children and parents on policies is good practice, providing an opportunity for feedback on areas you might not have thought of.

If you are a member of PACEY, NDNA, Pre- School Learning Alliance, Out of school Alliance, they will also have information you can utilise.

If you feel you need further support in this area, please contact your Childcare Improvement Sufficiency Officer for support and ideas.