



Ladybird Forest Pre-School



Safeguarding and Welfare Requirements: Child Protection

1.7 Online Safety (incl. CCTV, Cameras, Mobile Phones and Smart Devices)

Policy statement

This policy relates to all information storage devices including CCTV, cameras, mobile telephones, and any electronic and recording devices including but not limited to tablets, smartphones and smartwatches ("smart devices"). We take steps to ensure that there are effective procedures in place to protect children from unacceptable use of Information Communication Technology ("ICT") equipment and electronic devices or exposure to inappropriate materials in the setting.

The CCTV system has been installed by the Pre-School with the primary purpose of:

- Monitoring staff interaction with children.
- Ensuring children are appropriately cared for.
- Facilitating the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Pre-School Manager.
- Reducing the threat of a child being abducted.
- Monitoring damage caused to the premises.
- Assist in the deterrence, prevention and detection of crime.
- Helping ensure the safety of all the users, staff, children, parents, and visitors, consistent with the respect for the individual's privacy.

We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, CCTV operators have certain duties and responsibilities to those whose images and audio are caught on camera. The Pre-School complies with the Information Commissioners CCTV Code of Practice to ensure it is used responsibly and



safeguards both trust and confidence in its continued use. The use of CCTV and the associated images and audio is covered by the UK General Data Protection Regulation 2018. This policy outlines the Pre-School use of CCTV and how it complies with the Act and is associated with the Pre-School's Data Protection and Confidentiality policy, the provisions of which should always be adhered to.

Procedures

The Pre-School Manager is responsible for co-ordinating action taken to comply with this policy.

Internet Access

- Internet access must be for Pre-School purposes only.
- Social media sites must not be accessed using Pre-School ICT equipment and devices.

Children

- Children are supervised when using internet devices.
- The Pre-School integrate online safety into Pre-School daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Staff talk to children about staying safe online, including:
 - 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
 - decide who is a stranger and who is not ('stranger danger')
 - the concept of online 'friends' versus people in real life
 - tell a grown up if something makes me unhappy on the internet
- We will ensure children's screen time is within an acceptable level and is integrated within their programme of learning.



Staff

- Staff must complete online safety training.
- Staff ensure that any SEND information is always password protected.
- Staff must only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated.
- Staff can use their own IT devices/equipment during breaks but must not do so whilst supervising children.
- Staff are to 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.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is to be reported to the National Crime Agency's Child Exploitation and Online Protection Centre.
- 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 or Childline.

Cameras, mobile phones and smart devices

Electronic learning journals for recording children's progress

- We ensure that any photographs or recordings (including Tapestry) taken of children in our Pre-School are only done with prior written permission from each child's parent/carer and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands.
- We ask for individual permissions for photographs, Tapestry, and video recordings for a range of purposes including use in the child's learning journey; for display purposes; for promotional material including our Pre-School website, brochure, and



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the local press. 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 the above uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Pre-School devices

- Only ICT equipment and devices belonging to the setting is used by staff and children.
- The use of Pre-School ICT equipment and devices must be for Pre-School purposes only.
- All computers have virus protection installed.
- The Pre-School devices will not have any social media or messaging apps installed.
- All Pre-School devices will be locked away at the end of the day.
- The Pre-School Manager/Deputy will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.
- Any apps downloaded onto Pre-School 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.
- Passwords / passcodes for Pre-school devices must not be shared.
- During outings, staff will use mobile phones belonging to the Pre-School wherever possible.
- Pre-School 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 other individual and returned to Pre-School as soon as practically possible.



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- We will ensure that specific parental permission is requested to use photographs of special events e.g. in any publicity.

Personal devices

- Staff are not permitted to take any photographs or recordings of a child on their personal mobile phones or recording devices.
- During working hours mobile phones and smart devices (including smart watches and fitness trackers) belonging to staff, volunteers, and students must be:
 - not accessed,
 - stored safely in staff lockers, and
 - either turned off or on silent.
- Staff, volunteers, and students are permitted to access their mobile phones and smart devices only during designated breaks and this must be away from the children.
- Personal devices should not be connected to the Pre-School Wi-Fi without permission.
- 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 a locked drawer until the parent collects them at the end of the session.
- Parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Pre-School or when collecting or dropping off their children. To ensure all children are safeguarded if parent and visitors are found to be using your phone inside the Pre-School premises you will be asked to finish the call or take the call outside.
- Parents are not permitted to use any recording device or camera (including those on mobile phones or smart devices) on the Pre-School premises without the prior consent of the Pre-School Manager.
- Where parents photograph or record their own children at special events parents are kindly asked not to upload photos of anyone else's children on to social media.
- Visitors are requested to leave their mobile phones or smart watches in our office.



Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

CCTV

Cameras

- The Pre-School Manager is responsible for the operation of the CCTV system and ensuring compliance with this policy.
- The CCTV system comprises of ten fixed position cameras, a monitor, digital hard drive recorder and one public information sign. Cameras are located at the following strategic points on the premises:
 - Office
 - Staff Room/Kitchen
 - Bumblebee Room
 - Butterfly Room
 - Caterpillar Room
 - Forest School outside area
 - Children's play area
 - Pre-School entrance gate
- No camera is hidden from view and all will be prevented from focusing on areas of private accommodation. Signs are prominently placed at the entrance and exit points of the site to inform staff, children, parents, and visitors that CCTV is in



use. The digital recorder and single effectiveness of the limited system it is not possible to guarantee that the system will detect every incident taking place on the site.

Recording

- Digital and audio recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will normally be retained for between 4-12 weeks from the date of the recording and they will then automatically be overwritten.

Access

- Viewing of the recorded images/audio of CCTV within the office will be restricted to the Pre-School Manager/Chair and by the Deputy/Lead with the Pre-School Manager's permission.
- Disclosure of recorded material to third parties is limited to the following authorities:
 - Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder.
 - Prosecution agencies.
 - People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
 - Emergency services in connection with the investigation of an accident.
- The CCTV System is a localized system and for internal use only. No images/audio will ever be broadcasted or streamed over the internet to the parents or anyone else.
- We have also done the necessary registration with Information Commissioner Office for data protection regarding the usage of C.C.T.V.
- Anyone who believes that they have been filmed by C.C.T.V. can ask to see a copy of the data, subject to guidelines covered by the UK General Data Protection Regulation 2018. They do not have the right of instant access and can write to the



Manager for access. The Chair/ Pre-School Manager will then arrange for viewing of the images and subsequent discussion of content. The UK General Data Protection Regulation 2018 gives the Pre-School Manager the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. If they decide to refuse the request, all reasons will be fully documented, and the subject will be informed.

Legal framework:

This policy is underpinned by or supported through:

- General Data Protection Regulation Act (2018)
- Privacy and Electronic Communications Regulations (2003)

Further guidance:

- Information commissioner (ICO) data protection guidance
- Ladybird Forest Pre-School 'Privacy Notice'
- Information Commissioners CCTV Code of Practice
- Keeping Children Safe in Education

Relevant Ladybird policies:

- 1.2 Safeguarding Children and Child Protection
- 1.7 Online Safety
- 10.6 Data Protection and Confidentiality

Key contact details:

Organisation	Contact Details
NSPCC	0808 800 5000 www.nspcc.org.uk



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Childline on	0800 1111 www.childline.org.uk
Internet Watch Foundation	www.iwf.org.uk
Online Protection Centre	www.ceop.police.uk

This policy was reviewed by	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
Date of review	13 th January 2024
Date for next review	13 th January 2025
Chair's signature	