



Shaftesbury
Primary School
Growing together

Safe Use of Digital Technology in the EYFS 2019/2020

This document is intended to give practical advice to staff and volunteers in safeguarding children from the risks associated with digital technology as well as ensuring that the staff protect themselves through safe and responsible working practices. This guidance should be made available to parents and carers and should be regularly updated. The guidance includes acceptable use policies and agreements as well as photography and video permission.

To promote safer use of ICT, it is essential that when work with children involves the taking or recording of images this should safeguard the privacy, dignity and well-being of children. Safeguarding is everyone's responsibility and all providers have a role in helping children stay safe online and supporting the adults who work with children in minimising risks.

New technologies open up many exciting benefits and opportunities for learning and development but can also present risks. Wider access to technology via mobile phones, games consoles and other devices bring new challenges about controlling access and content. Although children within Early Years Settings will not normally be accessing technology independently and benefit from a high level of supervision, there is always a small element of risk.

Online Safety responsibilities for providers include technological infrastructure, filtering and monitoring systems, recognition and responses to online safety concerns plus ongoing risk assessment to

identify emerging issues Safer Working Practice is essential as although most people who work with children have their best interests at heart, we know that sadly some people have abused their position of trust to abuse children in ways that have been further amplified through the digital environment. This should therefore be seen as part of the broader responsibilities that everyone working with children has to safeguard their welfare.

Related Guidance

This guidance forms part of a wider suite of child protection and safeguarding documents and the following in particular should also be referenced

- Safeguarding and Child Protection policy
- Online Safety policy
- Staff code of conduct

Photography and Videos

ICT has an important role in supporting children's learning and development. For example, photographs of children engaged in a variety of activities and experiences can provide valuable evidence to include within learning journals. To promote safer use of ICT, it is essential that when work with children involves the taking or recording of images this should safeguard the privacy, dignity and well-being of children. Informed written consent, should be obtained from parents or carers and agreement should also be sought from the child, where possible. Care should be taken to ensure that all parties understand the implications especially if the image is to be

used for any publicity purposes or published in the media. There should be agreement as to how the images will be stored, and for how long. Adults need to be sensitive to children who appear uncomfortable and be alert to the potential for such activities to lead to misunderstandings. It is not appropriate for adults to take photographs of children for their own personal use.

Do

- Only use equipment provided or authorised by the organisation
- Report any concerns about inappropriate or intrusive images found
- Ensure you have parental permission to take and/or display photographs
 - Ensure that digital technology such as cameras, ipads and tablets are not accessible to children
 - Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
 - Ensure that all images are available for scrutiny in order to screen for acceptability.
 - Be able to justify images of children in their possession.
 - Avoid making images in one to one situations.
 - Ensure children are appropriately dressed.

Do Not

- Display or distribute images without consent.

- Use personal ICT equipment, unless with specific authorisation.
- Take images 'in secret' or images in situations that could be construed as being secretive display or distribute images without consent.
- Use mobile phones to take images.
- Take, display or distribute images of children unless they have consent to do so.
- Take or store images of children on personal cameras or mobile phones.
- Take/Use images that are likely to cause distress, upset or embarrassment.
- Take images in changing rooms or toilets.

Access to Inappropriate Images and Internet Use

There are no circumstances that will justify adults possessing indecent images of children. Accessing, making and storing indecent images of children on the internet are illegal. Adults who are involved in this activity will be viewed as a threat to children and will be subject to a criminal investigation that if proven will result in them being barred from working with children.

Adults should not use equipment belonging to the setting to access pornography, nor should personal equipment containing such images be brought into the workplace.

Adults should ensure that children are not exposed to inappropriate images or web sites. Appropriate controls should be in place to prevent this, for example, through use of filters and personal passwords.

Where indecent images are found, this must be reported immediately via the manager (unless the manager is the subject of

the concern) who will alert the Police and/or the Local Authority Designated Officer (LADO). Adults who discover such images should not attempt to investigate the matter themselves as this could compromise an investigation

Do

- Have policies in place about internet use for example through an acceptable use agreement
- Follow guidance on the use of IT equipment
- Ensure that children are not exposed to unsuitable material online
- Ensure that any films or material shown to children and young people are age appropriate

Use of mobile technology

Adults

Adults at Shaftesbury understand that they should only use their personal mobile phones during break times and lunch times in appropriate and approved areas. Areas in which they can be used at break times and lunchtimes include the staff room, offices and classrooms, **provided children are not present at these times.** Mobile phones should not be used in classrooms, corridors or communal areas in the presence of children. Mobile phones are not permitted in certain areas of the school site e.g. toilets and changing rooms. Mobile phones should not be used during lessons or formal school time. They should be switched off or on silent at all times.

Staff are advised that mobile phones should be kept locked in lockers for security. Staff understand that if they are expecting an emergency call they must seek specific permission to use their phone at a time other than their break time or lunch time.

All visitors are expected to keep phones on silent and to follow this policy.

No images or videos should be taken on mobile devices without the prior consent of the person or people concerned.

Use of mobile technology for children is detailed in the Online Safety Policy and focuses on children in upper KS2 who may bring a phone to school as they are travelling to/from school alone and therefore refers to safety. There is a clear procedure in place that must be followed.

Responding to Concerns

Any concern should in the first instance be reported to the Designated Safeguarding Lead, (unless they are the subject of concern) in which case seek advice from the Local Authority Designated Officer. The DSL will consider whether the concern needs to be referred to The Police and/or Children's Social Care as a safeguarding incident. If the concern is about the behaviour of staff or volunteers then it should be reported to the Local Authority Designated Officer.