# Beechoak Farm Montessori Pre-school

**Safeguarding children**

**1.6 E-safety** (including all electronic devices with imaging & sharing capabilities)

**Policy statement**

*It is important that our children receive consistent messages about the safe use of technology and develop the skills to be able to recognise and manage the risks posed in both the real and the virtual world, for use in later life.*

*We take steps to ensure that there are effective procedures in place to protect our children from being exposed to illegal, inappropriate or harmful material and/ or being subjected to harmful online interaction with other users.*

**Procedures**

**Information Communication Technology (ICT) equipment**

- Only ICT equipment belonging to the setting is used by staff and children.
- The owner ensures that all computers have up-to-date virus protection installed.
- The owner is responsible for ensuring all ICT equipment is safe and fit for purpose and that safety settings are set to ensure that inappropriate material cannot be accessed.
- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys.
- Tablets remain on the premises and are stored securely at all times when not in use.

**Internet access**

- Children never have unsupervised access to the internet.
- Only reputable sites with a focus on early learning are used.
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- Staff have restricted internet access to use Tapestry and Pintrest only. 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.
- Children are taught the following stay safe principles in an age-appropriate way:
  - only go online with a grown up
  - be kind online and 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

- Key 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 owner will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Access social networking sites has been blocked.

**Email**

- Parents are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children.

**Mobile phones – children**

- 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 office until the parent collects them at the end of the session.

**Mobile phones – staff and visitors**

- Personal mobile phones are not used by our staff on the premises during working hours. They will be stored in lockers in the staff room or their car. This does not include lunch breaks where personal mobiles may be used off the premises or in a safe place e,g, staff room.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Members of staff do not use personal equipment to take photographs of children.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.

**Cameras and videos**

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- 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, with written permission received by parents (see the Registration form). Such use is monitored by the manager.

- Where parents request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- All photographs are printed on setting equipment and **should not** be outsourced for printing to an external company.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.
- Parents are asked not to upload any information taken from Tapestry to social media or any other online platforms.

**Cyber Bullying**

- If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

**Social media**

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- In the event that staff name Beechoak Farm on any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting.
- Staff are aware that images, such as those on Snapchat may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone.
- Staff should set privacy settings to personal social networking and restrict those who are able to access.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is

shared with the manager prior to a child attending and an agreement in relation to boundaries is agreed.

**Electronic learning journals for recording children's progress**

- 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, with written permission received by parents (see the Registration form). Such use is monitored by the manager.
- Staff adhere to the guidance provided with the system at all times.
- Parents are asked not to upload any information taken from Tapestry to social media or any other online platforms.

**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).

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 11th March 2026

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Crosby & Hayley Majeika

Proprietor Manager