

# HUCKNALL NATIONAL OUT OF SCHOOL CLUB

## ONLINE SAFETY

### **POLICY**

Hucknall National Out of School Club takes steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment. This policy covers online safety including the use of mobile phones and cameras.

### **PROCEDURE**

#### **Information Communication Technology (ICT) equipment**

- Only ICT equipment belonging to the setting is used by staff and children.
- The Safeguarding designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- The staff laptop has virus protection installed.

#### **Internet access**

- All Out of School Club ICT equipment is included within the school's computer system, it is therefore included in firewall protection of this system.
- Children may access the internet using the tablets and/or laptop for the purpose of promoting their learning.
- All activities involving use of the tablets and/or laptop are supervised by a member of staff.
- The Safeguarding designated person has overall responsibility for ensuring that the children are safeguarded and risk assessments in relation to online safety are completed.

#### **Email**

- Parent and staff are not normally permitted to use the Out of School Club equipment to access personal emails.
- Staff do not access personal or work emails whilst supervising children.
- Staff share information securely at all times.

#### **Cameras and Videos**

- Hucknall National Out of School Club provides the use of digital cameras for staff. The digital cameras allow staff to record activities taking place in the Out of School Club and on Out of School Club trips and outings.
- When your child starts at the Out of School Club we ask you to agree to your child being photographed by members of staff. This enables the Out of School Club to proceed with the taking photographs for the children's journals, for Out of School Club displays, for evidence of activities carried out at the Out of School Club and at special occasions such as Christmas.
- Photographs of the children may also be used in advertising the Out of School Club including use on our website and in our prospectus and welcome document.
- Occasionally the children may be photographed by a local paper to feature in an article about activities and events which have or are to take place at the Out of School Club.

- Every parent has the right to refuse their child being photographed, in which case the child must not be photographed by any member of staff, by a parent, or by any outsider without the express permission from the parent.
- Where parents request permission to photograph or record their own child at a special events, general permission is gained from all parents for their child to be included. Parents are advised that they do not have the right to photograph anyone else's child or to upload photos of anyone else's children. They are advised that any photos or videos are for their own personal use and should not be put on any social networking sites.

### **Mobile phones**

- Staff and volunteers must ensure that their mobile telephones are left, on silent or switched off, inside their locker during working hours.
- As a general rule, employees are not permitted to make or receive calls/texts during work time. However if any staff member has a family emergency and require to keep their mobile close at hand then they may request via the supervisor that their phone is accessible and any calls will be taken in an area where no children are present.
- Staff and volunteers ensure that the Out of School Club telephone number is known to family and other people who may need to contact them in an emergency.
- If our members of staff or volunteers take their mobile phones on an outing, for use in case of emergency, they must not make or receive personal calls, or take photographs of the children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.
- The Out of School Club has two mobile phones; if staff are split (for example, when collecting the children for the after school club or when there are outdoor and indoor activities taking place at the same time) each group must have a mobile phone with them to allow contact between the two groups. These phones are not to be used for personal calls or personal text messaging.

### **Mobile phones - children**

- Children are, wherever possible, not to bring mobile phones with them to the Out of School Club. If a child needs to bring a mobile phone to school this must be handed in to the supervisor at the start of the session the child attend and collected when the child leaves. If a child is found with a mobile phone, this is removed and will be returned to the parent when they collect their child at the end of the session.

### **Social networking**

- 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 avoid personal communication, including on social networking sites, with the parents with whom they act in a professional capacity as this is a breach of expected professional conduct. If a staff member and family are friendly prior to the child attending the Out of School Club, this information is shared with the supervisor prior to the child attending the setting.
- In the event that staff name the Out of School Club in any social media they do so in a way that is not detrimental to the Out of School Club or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or their colleagues to see.

- Staff should report any breached to the Designated Safeguarding Officer.
- Staff must be aware of their responsibilities to the Out of School Club when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker. Disciplinary action could result if the Out of School Club is brought into disrepute.

#### **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, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people online is an offence in its own rights and concerns about a colleague's or other's behaviour are reported (as above).

This policy was adopted by the committee of Hucknall National Out of School Club.