Safeguarding and Welfare Requirement:
Child Protection - Providers must have and implement a policy, and procedures, to safeguard children.
Suitable People - Staffing arrangements must be organised to ensure safety and to meet the needs of the children. Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.
Suitable premises, environment and equipment - Outdoor and indoor spaces, furniture and toys must be safe and suitable for purpose.
Data - Providers must retain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

11. E-SAFETY

Policy Statement

Technology has developed over recent years and is continuing to evolve. E-safety encompasses not only the internet but also wireless communications including mobile phones, cameras, web-cams, iPads, smart watches, smart speakers and pc tablets. The internet contains a wealth of information as well as having a profound effect on the way we communicate. Technology provides exciting opportunities for supporting the learning and development needs of children but it is important that everyone has a clear and agreed understanding of the benefits and risks of such technology.
ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. The growing popularity of personal web logs (blogs) and social networking sites, such as Facebook or Twitter, raises issues when employees choose to write about their work and the organisations in which they are employed.

This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT and details the ground rules for employees who should ensure that the content of their blogs/social networking sites does not bring Feltwell Playgroup into disrepute or breach their obligations under the Code of Conduct as employees.

Definitions

The term 'blog' is short for 'web log'. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience.
A Social Network Site is a website, which allows individuals to construct a public or semi-public online profile and to connect with others who share similar interests and views.

We have a mobile internet connection for the computers and tablets at the setting and this equipment is used regularly to access the internet remotely for the purpose of Feltwell Playgroup only.
We have a mobile phone for setting use and each staff member has a tablet and access to a camera for recording activities and children's progress and attainments.

Procedures

We recognise that blogs and social networking sites provide a useful tool for communication and are accessed widely by many employees. Employees are advised not to write about their work or make reference to the setting on external web pages, i.e., in blogs or on social networking sites. Where an employee chooses to do so, they should make it clear that the views expressed are theirs only and do not reflect the views of the Feltwell Playgroup. In addition, they should adhere to the rules below. Failure to adhere to these rules may be considered misconduct and could lead to disciplinary action being taken under our Disciplinary Procedures, which may result in dismissal.
Feltwell Playgroup subscribes to 'Tapestry' which is an online Learning Journal to securely record photos, videos, observations and comments in line with the Early Years Foundation Stage curriculum. It allows us to

work with parents/carers and carers to view observations from the setting and build up a record of each child's experiences during their time with us.
When a child joins Feltwell Playgroup their parents/carers are asked to sign a usage agreement which states that they agree:

- To Feltwell Playgroup using Tapestry to create an online learning journal for their child;
- Not to publish any of their child's observations or photographs on any social media site (if any material from their Tapestry Journal is found on social media sites access to their account will be stopped);
- To keep the login details safe and within their trusted family;
- That their child's photograph/video may appear on their friends learning journal account and that pictures of other children may be seen on their child's personal account;
- They will speak to a member of staff if they experience any difficulties accessing their child's learning journal;
- To their child's key person working on their learning journal at home and in-line with the staff policy and user agreement.

If a parent refuses to agree with all aspects of the conditions of use for the Tapestry online journal (i.e. not to share on social media sites), their child's online journal will only contain written observations and will not include any pictures/videos of their child or any other children.

If a parent does not agree to Feltwell Playgroup creating an online journal then their child's progress will be recorded solely on our Early Years Development Tracker.

Employees must not:

- Access personal blogs/social networking sites in children's play areas at the setting.
- Disclose any information that is confidential to Feltwell Playgroup or any third party or disclose personal data or information about any individual/colleague/family/child, which could be in breach of the Data Protection Act;
- Disclose any information, which has not yet been shared with publicly;
- Browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory;
- Post illegal material, e.g., images of child abuse or material which incites racial hatred;
- Link their own blogs/personal web pages to the settings Facebook page;
- Include any information, sourced from the setting, which breaches copyright;
- Make defamatory remarks about the setting, colleagues or service users;
- Publish any material or comment that could undermine public confidence in you as an employee and/or in position of trust within the community;
- Misrepresent the setting, by posting false or inaccurate statements about the work of Feltwell Playgroup;
- Install any hardware or software without the permission of the setting supervisor or chairperson;
- Use the setting's ICT system for a purpose not permitted by Feltwell Playgroup;
- Jeopardise the ICT system security or disclose any passwords provided by the chairperson.

We realize that staff have a duty to protect the children in our care whilst using the internet.
Therefore:

- Sites such as 'You Tube', 'Pinterest' or group pages on Facebook (such as 'EYFS on a Budget' or 'Twinkl') may occasionally be used by staff for information and ideas or to demonstrate something to the children. Children will NOT have access to such sites;
- Web-cams on equipment will only be used within the setting and will not be connected to the internet;
- Pictures, photographs or details of children will never be used on the internet unless for purposes of the online journal or the settings Facebook page when this will be done only with the express written permission of the parent;
- Staff do not discuss any aspect of the pre-school on social sites
- A range of ICT equipment is used to record individual children's progress and achievements. This information can be used to communicate with parents/carers and with staff;
- Personal emails may often be used to share information between staff;
- If agreed, parents/carers may receive information via email from their child's key person, setting manager or the chair of committee.

Employees:

- Understand that they are responsible for all activities carried out under their username;
- May only use the setting's email/internet for professional purposes;
- Use the approved secure email system for any setting business;
- Understand that their use of the internet and other related technologies can be monitored and logged and be made available, if requested as part of any investigation;
- Respect copyright and intellectual property rights;
- Take photos and videos of the children to add to their online journal, display at Playgroup or to use in planning documentation and may appear in the background of photos even if they are not the main subject.
- Will only take, securely store and use, images of children, young people or staff for professional purposes in line with the setting's policy and with written consent of the parent, carer or staff member. Staff will not distribute images outside the setting without the permission of the parent/carer, member of staff or chairperson;
- Will make sure that their online activity both inside and outside the setting will not bring their professional role and the settings reputation into disrepute;
- Will support the setting's e-safety policy and help children to be safe and responsible in their use of ICT and related technologies;
- Will report any incidents of concern regarding children's safety to one of the safeguarding leads.

All staff and committee understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.
Staff and committee agree to follow our code of conduct and to support the safe use of ICT throughout the setting.

Monitoring

This policy relies on employees acting responsibly and in accordance with the above rules. Where employees have concerns, they are encouraged to raise these concerns under our Whistleblowing and Handling Allegations procedure and these will be investigated accordingly under the appropriate procedures, i.e. our Whistleblowing and/or Disciplinary Procedure. The Childrens Advice & Duty Service (CADS) flow chart can be found below.

Legal framework

The Computer Misuse Act 1990 (sections 1-3)
Data Protection Act 1998
Obscene Publications Act 1959 and 1964
Protection of Children Act 1978 (section 1)
The Equality Act 2010
Sexual Offences Act 2003
Copyright, Design and Patents Act 1988
Malicious Communications Act 1998 (section 1)
Public Order Act 1986 (sections 17-29)
Protection from Harassment Act 1997
Regulation of Investigatory Powers Act 2000
Medicines Act (1968)

This policy was adopted by	Feltwell Playgroup
On	13.03.2026
Date to be reviewed	(on or before) 13.03.2027
Signed on behalf of the provider	J.I.
Name of signatory	Jonathan Irving
Role of signatory (e.g. chair, director or owner)	Committee Chairperson

Concerned about a child?

Are you worried about a child's welfare and would like to discuss?

One of our Consultant Social Workers will talk through those concerns with you to make sure the child gets the right support, alongside health, police and a wide range of partner agencies - **a never do nothing approach!**

Call our Children's Advice and Duty Service (CADS)

0344 800 8021

Add our phone number to your contacts

Our team is on hand from 8am-8pm (Mon-Fri)
Out of hours: **0344 800 8020**
If you think it is an emergency call **999**

Norfolk County Council

Vital Signs for Children

Children's Advice and Duty Service - CADS

Before contacting CADS, please answer the following questions and follow the advice provided:

Can you evidence that the child is experiencing or likely to suffer significant harm?

YES

Do you have the consent of the parents/young person to make contact with CADS or have you informed them of your intention to do so?

Inform the parents and/or gain their consent for you to make this contact unless doing so would put the child at immediate risk of harm

Gather all the family's details including dates of birth, current address, current and working contact details and family composition, along with the history and current worries.

Call CADS on the professionals only phone line- 0344 800 8021. Have a discussion with a Consultant Social Worker. A copy of the discussion with be securely emailed to you. Follow the advice given by the Consultant social worker.
Keep a record for your own agencies safeguarding recording process

No

Have you discussed the child's needs with your agency safeguarding lead or your line manager?

Discuss the child with your agency safeguarding lead or line manager if available and follow their advice when providing support to the family

Have you considered setting up an EHAP with the child and their family?

Speak to the parents and the child about your worries and discuss with them how your agency can help and support the children and family. You could carry out an EHAP or seek Early Help support. Follow the Early Help guidance on the NSCP website.

Where you have carried out an EHAP which has been reviewed and amended as required - and the child's needs are not being met or in fact have increased, gather the information requested in this form, seek consent from the parent/carer and then contact CADS