

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

06 Safeguarding children, young people and vulnerable adults procedures

06.10 E-safety (including computers and all electronic devices with internet capacity)

This policy should be read alongside Sticky Fingers Pre-school's policies and procedures on child protection and safeguarding - [06 Safeguarding children, young people and vulnerable adults policy booklet](#).

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Sticky Fingers Preschool activities.

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks.

The issues are:

Content (what they may see) - being exposed to illegal, inappropriate or harmful material

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

Inappropriate images and videos can be stumbled upon by accident by search function or voice control. This can be intimidating, frightening, and harmful. Without proper security and privacy settings, personal information could be revealed as well as accidental spending on games or other purchases.

Contact (who might communicate with them) – being subjected to harmful online interaction with other users

Children can be coerced and abused online by strangers as well as people they know, especially in games or chat apps, including video contact. This can range from bullying, unkind words and behaviour, exposure to inappropriate content, control and manipulation, through to the worst forms of abuse.

Conduct (how they might behave) – online behaviour that increases the likelihood of, or causes, harm

Early years children, in particular, are vulnerable due to a natural curiosity around their own and others' body parts and are the easiest to manipulate and coerce as they do not have the developed boundaries of older children. They may exhibit unhealthy attachments to screens, use inappropriate language and terminology and form inappropriate friendships with people online who they truly believe are friends. If privacy settings are not at the highest possible, they can inadvertently share personal information, images taken of themselves or held on the device, and/or financial information and purchases.

Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams. Children and young people may be exposed to these risks directly. Schools should also consider how the risk from commerce applies to staff. If you feel you or someone you know is at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

We believe that:

- Children and young people should never experience abuse of any kind,
- Children should be able to use the internet for educational and personal development, but safeguards need to be put in place to ensure they are kept safe at all times.

We recognise that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using Sticky Fingers Pre-school's network and devices
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

We will seek to keep children and young people safe by:

- Recognising an online safety coordinator in each setting. The Lead Practitioner (DSL) will hold the lead responsibility for online safety within their safeguarding role.
 - Kayleigh C (Newlands)
 - Rachel C (Redbridge)
 - Diane B-H (Tanners Brook)
 - Laura K (Spring Road)

This is overseen by Sarah H (Area Manager) and Louise S (Deputy Area Manager)

- Providing clear and specific directions to staff and volunteers on how to behave online, as detailed in this policy
- All staff will complete Online Safety training as required, in addition to Safeguarding and Child Protection training
- In addition to Safeguarding, Online Safety is on the agenda for every staff meeting to provide staff with half termly updates, where required, to ensure that we keep up to date with global online trends and issues
- Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing an online safety agreement for use with children and their parents or carers to ensure that they are kept safe online at home as well as at pre-school
- We will share regular online safety advice updates with our families on Tapestry, our social media pages and our website
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

I.C.T Equipment

- The setting manager ensures that all computers have up-to-date virus protection installed.
- The settings Laptops and tablets are password protected.
- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys or their participation in events. Parents sign a consent form and have access to records holding visual images of their child.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents during the child's induction meeting and informed of this policy.
- Tablets remain on the premises and are stored securely at all times when not in use.

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- Staff follow the additional guidance provided with the system.
- Employees are not permitted to load any software onto the Pre-School's computer system without Management's prior permission.
- Employees are not permitted to play computer games in Pre-School time or on Pre-School terminals or laptops.
- When management takes their laptop off site, they must remember the confidentiality and data protection policies. They must not use it in a public space or use an unsafe public web browser to prevent any breaches.

Children's use of ICT equipment

- Where possible the setting will have a camera designated for children's use. The camera is used to support children's learning and development. An adult will teach the children how to use it appropriately. Photos that the child takes will be added to Tapestry and the child's explanation of the photo written with it. Adults will not assume what the child has taken a picture of.
- The children's camera will only be available for use during the session and will be locked away at the end of each day. It will not be taken home by any family.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week, and the images deleted from the camera's memory card.
- The children have access to electronic toys to record themselves to support communication. These are supervised and monitored by the staff. These toys never leave the setting and the recordings are deleted after play.

Internet access

- Children never have unsupervised access to the internet.
- The setting manager ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- We would only use video sharing sites such as YouTube for learning purposes with adult supervision at all times. The content is vetted by a staff member before showing the children.
- Children are taught the following stay safe principles in an age appropriate way:

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- 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
- If I get stuck or lost on the internet, I will ask for help
- Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- If a second-hand computer is purchased or donated to the setting, the Lead Practitioner will ensure that no inappropriate material is stored on it before children use it.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- 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.

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

- Staff have a duty to use the internet responsibly. Employees must not access or display any sites or pages that are sexually explicit or offensive. If an employee receives information from, or accesses any such site unintentionally, the computer must be closed down or disconnected from the network and Management must be informed immediately.
- Staff may not use the setting's IT equipment for personal use during working hours, unless authorisation is sought in advance.
- Staff are allocated a work email address when employment commences however this is not to be distributed to parents. All communications from parents should be through the setting email address. Communication should be well structured and professional, just as if a letter was being sent.

Mobile phones – children

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

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

Personal mobile phones – staff and visitors (includes internet enabled devices)

- Each setting has a work mobile phone that has no camera and is not a smart phone.
- Personal mobile phones and internet enabled devices are not used by staff during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e.g, staff room or office. The setting manager completes a risk assessment for where they can be used safely.
- Personal mobile phones are switched off and stored in lockers or a locked office drawer.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- It is the responsibility of individual staff to ensure that the Lead Practitioner of the setting has up to date contact information for next of kin in case of emergency.
- Staff do not take their mobile phones on local outings. For large scale outings that include parents, this would be risk assessed.
- Members of staff do not use personal equipment to take photographs of children.
- Parents and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.
- All visitors sign in our visitor book and then they are asked to store their belongings in the settings office and to check and empty pockets if necessary. No items that could cause harm to our children enter the room.
- Smart watches or other recording devices are not to be worn by staff, students, visitors or

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

parents in the setting.

Cameras, videos and other recording devices

- Members of staff do not bring their own cameras or video recorders to the setting.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting.
- With parental permission children's photos are uploaded to their online learning journal (Tapestry) to record their development. Only those with permission and an allocated password can access a child's learning journal.
- All staff are responsible for the location of the cameras. Cameras must be locked away at the end each day.
- Under no circumstances must cameras of any kind be taken into the bathrooms.
- Camera and video use is monitored by the setting 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.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.
- Images taken must be deemed suitable and must never put the child/children in any compromising positions that could cause embarrassment or distress or harm.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week, and the images deleted from the camera's memory card.
- Key persons are not permitted to make any extra copies of photographs without management permission.
- Under no circumstances will the pre-school camera be used by students, volunteers or visitors.

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- The Lead Practitioner reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online.
- In the event of a concern that a colleague or other person is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure **06.2 Allegations against staff, volunteers or agency staff.**

Cyber Bullying

We are committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. We provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

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

ChildLine Tel: 0800 1111 www.childline.org.uk

Use of social media

Sticky Fingers preschool ensures that all staff understand the recommendations and requirements for the use of social media by our employees. In doing so, the preschool seeks to achieve an appropriate balance in the use of social networks by staff as private individuals, but also as employees and educators, with professional reputations and careers to maintain, and contractual and legislative requirements to adhere to.

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

Whilst the preschool does not wish to discourage staff from using such sites on the internet in their personal time, it does expect certain standards of conduct to be observed in order to protect the preschool and its reputation, and also to protect staff from the dangers of inappropriate use.

- When referring to social media sites we include (but is **NOT** limited to) the following specific technologies:
 - Facebook
 - Twitter
 - Instagram
 - Snapchat
 - Tiktok
 - Personal Websites
- The use of social networking sites during working time or on Pre-School terminals or laptops is not permitted and is a breach of Pre-School rules. The only exception to this is for the Manager to update the pre-school's social media for parents and carers. This will not contain personal information.
- The setting will inform parents of all policies and why we must follow them during our first meeting. Policies will also be shared on the website.

Staff are expected to:

- Ensure that they are familiar with the recommendations and regulations around the use of social media and comply with policies and procedures around E-safety to protect themselves, our children and their families
- Understand how to manage their security and privacy settings to ensure that their information is only available to people they choose to share information with
- Ensure the organisation is not negatively affected by their actions or discussed in a derogatory manner and do not name the setting
- Are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- Are aware that image and statements made on social media may still be accessed by others and a permanent record of them made, for example, by taking a screenshot of the image with a mobile phone
- Observe confidentiality and refrain from discussing any issues relating to work
- To never discuss families who use the setting – past or present – and to never use names. This includes posting information which could lead to a family being identified via social media.
- Not share information they would not want children, parents or colleagues to view
- You must not have any parents, children, or management committee who are not an immediate family member or employed by Sticky Fingers Pre-school, or have an involvement with any of the four settings as your friends, followers or members of your social networking site. This is a breach of professional conduct.
- Not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the practitioner and family are friendly prior to the child coming to the setting. In this case, you must delete them from social media for the duration that they are involved with the pre-school.
- Under no circumstance to ever contact families regarding the Pre-School – past or present – by the powers of social media. This includes being contacted by parents first. Should you be contacted by a parent / carer via any other social site please inform management as soon as possible and do not respond to the message.
- Report any concerns or breaches to the designated safeguarding lead in their setting
- Any long-term student placements or regular volunteers need to be aware that the information in this policy also applies with regard to what is put on social networking sites regarding the pre-school.

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse) - see *06.01 Responding to safeguarding or child protection concerns & 06.02 Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff*

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Monitoring

Sticky Fingers Pre-school reserves the right, but not the duty, to monitor all aspects of its electronic resources. This includes data, email and voicemail boxes, and other employer provided electronic storage systems. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone, and information stored on computer systems or media, without notice. We also reserve the right to retrieve the contents of any employee communication in these systems. This process is in place to maintain the integrity of Sticky Fingers Pre-School's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations. If you are unsure about whether something you propose to do might be in breach of this policy, then seek advice from your lead practitioner.

Copyright

Under the provision of the Copyright, Designs and Patents Act (1988), the copyright of any material (whether written, graphic or in any other medium) which is created by you during your employment with the early years setting, is the property of Sticky Fingers Pre-school.

Further information

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse - <https://learning.nspcc.org.uk/online-safety/preventing-online-abuse-and-harm>
- bullying & cyberbullying -

<https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying-cyberbullying>

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

- child protection - <https://learning.nspcc.org.uk/child-protection-system/england>

Additional Resources

Swiggle is a search engine designed to provide a safer environment for kids taking their first steps on the road to safe online searching. - <https://swiggle.org.uk/>

Keeping children safe in Education 2024 -
https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-
https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>