

Legal framework - Every Child Matters

Statutory Framework for the Early Years Foundation Stage - Education act 1996, 2002

Further guidance – HM government publications Working together to safeguard children

Keeping children safe in education - Kent and Medway safeguarding:

This policy is to be read in conjunction with our additional safeguarding policies including but not limited to:

Child Protection Policy; Whistleblowing; Online Safety Policy; the use of mobile phones and cameras; use of digital photography.

Acceptable Use

General guidelines - Children, Parents, Staff
Policy and Procedures

Cobtree Playschool for Special Children

Maidstone Mencap Charitable Trust Ltd

Updated: March 2021

Safeguarding and Welfare Requirement: Child Protection -Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). Internet Safety / Acceptable Use Policy (AUP) Policy statement

Statement:

Within all provisions supported by Maidstone Mencap Charitable Trust (MMCT) we recognise and understand that ICT, digital and mobile technology resources are now regarded as essential to support children's learning, development, teaching and personal and social development. They form part of an essential life skill and can offer a wide range of positive activities and experiences. When using technology with young children and adults in our settings, all management, staff, and volunteers will understand their responsibilities to ensure that the resource is used safely and responsibly and will take all reasonable precautions, including monitoring and filtering systems.

Why is internet use important?

- The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage, and develop self-esteem, confidence . It is now regarded as a necessary tool, in settings, for practitioners and for children
- Internet access is an entitlement for children and young people who show a responsible and age-appropriate approach to its use
- The internet is an essential element for education, business, and social interaction. MMCT has a duty to provide children and young people with quality Internet access as part of their experience whilst with us.
- The internet is part of everyday life. Knowledge and experience of information and communication technology (ICT) should be considered as essential. Developmentally appropriate access to computers and the internet from their early years contributes significantly to children and young people's enjoyment of learning and development.
- Children and young people learn most effectively where they are given managed access to computers and control of their own learning experiences; however such use carries an element of risk. At MMCT all our Early years practitioners, Club managers, staff, and volunteers, alongside parents and carers, should make children and young people aware of the potential risks associated with online technologies. This empowers them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences

How will internet use enhance learning and personal and social development?

- Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age-appropriate filtering
- Age-appropriate guidance about appropriate Internet use will be part of the support for children and young people
- At MMCT, all practitioners will guide children and young people in any online activities that will support their developmental and learning outcomes.

How will internet access be authorised?

- All users of the internet will need to agree to responsible use of the internet
- For younger users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only.

Responsibilities

The Designated Safeguarding lead(DSL) for MMCT will have overall responsible for online safety, and alongside individual club managers, will ensure consistency and understanding for the implementation of the Internet Policy. This will include...

- Day to day responsibility for online safety issues and as such will have a leading role in implementing, monitoring, and reviewing the Internet Policy.
- All ICT users are aware of the procedures that must be followed in the event of a potentially unsafe or inappropriate online incident taking place.
- The recording, monitoring, and filing of reports in the event of a potentially unsafe or inappropriate online incident. This will include the creation of an incident log which will be used to inform future online safety practice.
- All necessary actions are taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.
- Meetings will take place with the DSL, members from the board of trustees and senior managers to discuss current issues, review incident reports and filtering/change control logs.
- Effective training and online safety advice are researched, shared and information will be made available to all early year's practitioners and Club managers, staff, and volunteers. This includes advisory support to children, young people, parents, and carers, as necessary.
- Timely liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

How will filtering be managed?

- The designated senior management team, will manage the permitting and banning of additional web sites identified by MMCT
- MMCT will work in partnership directly with parents/carers and Kent County Council to ensure systems to protect children and young people are reviewed, assessed for continual best practices
- Senior practitioners will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective, and reasonable.

Any material that the setting or organisation believes is illegal will be referred to the Internet Watch Foundation (<http://www.iwf.org.uk>)

How will the risks be assessed?

In common with other media such as magazines, books and DVDs, some material available via the Internet is unsuitable for children and young people. MMCT will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer, or tablet. MMCT cannot accept liability for the material accessed, or any consequences of internet access but will uphold high standards to try to prevent it.

- If a child or young person accidentally accesses inappropriate material, it must be reported to the provision manager immediately. Appropriate action should be taken to hide or minimise the window. The computer should not be switched off, nor the page closed, in order to allow investigations to take place. All such incidents will be reported to the Designated lead for Safeguarding, who will ensure a report of the incident is made and that any further actions deemed necessary are taken.

- The access to the internet or use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. The safeguarding lead for MMCT will have an awareness of current e-safety advice and will embed this within the work with children and young people.
- The senior practitioners for all provision at MMCT will ensure that the Internet policy is implemented and compliance with the policy monitored.

How should website and social media content be managed?

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 18 are published on the setting's web site
- Full names of children and young people will not be used anywhere on the website, first names will only be used in association with photographs
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the children and young people, under the age of 18 to be identified
- The management team for MMCT with responsibilities for any social media outlets, marketing, promotional material will take overall editorial responsibility and ensure that content is accurate and appropriate. (acknowledgement attached)

Managing e-mail

- MMCT will promote safe use of e-communications to other practitioners, professionals, parents/carers, children, and young people
- Children and young people should immediately report to an adult if they receive offensive e-mails
- Children and young people should not reveal any details of themselves to people they do not know, such as an address or telephone number, or arrange to meet anyone
- No children or young people will be provided with individual accounts for email from any provision at MMCT.
- Young people should use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of appropriate conduct and may be classed as bullying
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on headed paper.

On-line communications and social networking

- Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12.
- MMCT understands that some children using our Junior, Youth, Holiday club may have their own social networking site. Any use of these on any of our provided resources / equipment is not permitted.
- The phone line at MMCT is used for business purposes by MMCT staff. A setting mobile phone will be allowed for activities outside the hall environment to follow emergency procedures only.
- Parents, other staff members and older children will be asked not to use personal mobiles for calls or photographs whilst in the setting and provision and will be made to safely store personal phones away in secure office area. For Further information see 'Use of mobile phones and cameras' Policy

- Age-appropriate rules and rights for Internet access will be posted in all areas where computers and tablets are used
- Children and young people will be informed that any Internet use is monitored, and that no child is left unsupervised with a tablet
- A partnership approach with parents and carers will be encouraged. This could include awareness raising with meetings, newsletters and hands-on sessions and suggestions for safe internet use at home
- Interested parents will be referred to organisations such as CEOP, Childnet International, PIN, Parents Online and NCH Action for Children.
- Staff are advised not to accept invitations from parents to “friend” on social networking sites and to do so may put them in a difficult work position. We expect them to maintain a professional relationship with parents that is not compromised by sharing information on a social networking site
- Similarly we ask staff not to post information on their sites that could affect other families and their children from our childcare setting. This particularly would apply if children’s names or photographs were to appear in the context of our settings.
- We would always take legal advice if any of our settings were to be quoted in a defamatory way on a social networking site.

Consulting with practitioners and their inclusion in the e-safety policy

- All practitioners will be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment
- The consequences for internet and mobile phone/PDA/technology misuse will be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access)
- The monitoring of internet use is a sensitive matter. Practitioners who operate any monitoring procedures will be supervised by staff from our management teams.
- Practitioner development in safe and responsible internet use will be provided as required by the setting.
- All staff will sign and follow the Staff Acceptable use Policy (attached) and if this is not adhered to then disciplinary action may be taken.

How will complaints be handled?

- Responsibility for handling incidents will be delegated to our Designated Safeguarding leads
- Any complaint about practitioner misuse must be referred to our Child and Young person Welfare Manager/ Safeguarding lead. This may include any allegations made outside of the setting.
- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies. Sanctions available include: Interview/counselling by a designated senior practitioner Informing parents or carers Removal of internet or computer access for an identified proportional amount of time Supervised access.
- If a serious allegation is made against a staff member then Ofsted will be notified, and procedures outlined in the ‘Safeguarding children and child protection’ policy will be followed.

Child Acceptable use Acknowledgement

I understand that the Acceptable Use Policy by Maidstone Mencap Charitable Trust Ltd will help keep my child safe and happy online.

Whilst attending any provision supported by Maidstone Mencap Charitable Trust Ltd

- I will only access use of the internet when consent has been given and an adult is with me.
- I will make good choices when on any computer, laptop, tablets only clicking on links and buttons online when I know what they do
- I will keep my personal information and passwords safe.
- I only send messages online which are polite and friendly using kind words.
- I know that managers and staff at Maidstone Mencap can see what I am doing online when I use any of their provided computers and tablets when on their premises
- I will always tell an adult or carer if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
 - Access and use of any ICT resources could be withdrawn
 - My parents or carers will be informed
 -
- I have read and talked about these rules with my parents/carers.

We understand that some of the children in our care are too young or unable to give informed consent on their own, however we feel it is good practice to involve them as much as is possible in the decision-making process and believe a shared commitment is the most successful way to achieve this.

Hope fully you will find our Acceptable use policy an opportunity for conversations between yourselves and your child about the safe and appropriate use of technology at home, within their school and other environments.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety at home whenever children access technology.

www.childnet.com www.nspcc.org.uk/onlinesafety www.saferinternet.org.uk www.internetmatters.org

Parent /carer Acceptable use Policy acknowledgement Form

1. I, with my child, have read and discussed Maidstone Mencap Charitable trust, (MMCT) Acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of MMCT resources or any personal devices and systems used on their site, .
3. I am aware that any use of any internet ,devices and systems may be monitored for safety and security reasons, to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I understand that the MMCT will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use any devices and access systems. I understand that the MMCT cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
5. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the MMCT community.
6. I understand that the management of MMCT will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
7. I will inform the Child and Young Person Welfare Manager for MMCT, (designated safeguarding lead) or other relevant organisations if I have concerns over my child's or other members of the MMCTcommunity safety online.
8. I will support my child to receive online safety education to help them understand the importance of safe use of technology and the internet.
9. I will support MMCT online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name.....

Parents Name.....

Parents Signature..... Date.....

Staff Social Networking Acceptable Use Policy

For use with staff running official social media accounts on behalf of Maidstone Mencap Charitable Trust Ltd

1. As Part of the charities drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the approach of Maidstone Mencap Charitable Trust Ltd (MMCT) for online safety. I am aware that the tool using the likes of our Website, Facebook, Twitter, Instagram is a public and global communication tool and that any content posted may reflect on the charity, its reputation and service provisions.
2. I will not use any of our marketing, promotion, or media accounts to express my opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the charity into dispute.
3. I will not disclose any information, make commitments, or engage in activities on behalf of MMCT without authorisation from the Charities Designated Safeguarding lead (DSL) or board of trustees. The DSL and Board of trustees retains the right to remove or approve content posted on behalf of the charity.
4. I will ensure that any content posted, abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law, and other relevant civil and criminal legislation
5. I will follow our policies regarding confidentiality, data protection and use of images. This means I will ensure that written consent form parents/ carers before using any images or videos which include images of staff, children and young people and any other members of our MMCT community. Any images of the children and young people will have been taken on the resources of MMCT and in accordance with policies and procedures for use of digital photography. Images which include children and young people will only be uploaded by MMCT owned devices and will not be forwarded to another person or organisation.
6. I will promote online safety in the use of our media accounts and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by DSL prior to use.
7. I will use the specific account profile using a MMCT provided email address to administrate the account/sites and I will use a strong password to secure the account. Under no circumstances will I use personal social networking or email accounts. (The Treasurer for MMCT has full overall admin rights to all site pages and groups)
8. Where it believes unauthorised and /or inappropriate use of any media sites, or unacceptable or inappropriate behaviour may be taking place, MMCT will exercise the right to ask for content to be delated or deactivated.
9. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English
10. I will report any accidental access or receipt of inappropriate comments to the nominated member on our Board of trustees and designated safeguarding lead urgently.
11. I will ensure that any communication and social media sites are moderated on a regular basis in liaison with the Designated Safeguarding Lead for MMCT.
12. I have read and understood the Policy for online safety which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Board of trustees for MMCT.
13. If I have any queries or questions regarding safe and acceptable use practices online I will raise them with the Designated Safeguarding lead and/or nominated person on the Board of trustees.

I have read , understood, and agree to comply with Maidstone Mencap Charitable Trust Ltd -Social Networking Acceptable Use Policy.

Print name:

Date:

Signed

Staff Acceptable use Policy

As a professional organisation with responsibility for Safeguarding, it is important that staff and volunteer take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse, and theft. All members of staff have a responsibility to use the provisions computer system in a professional lawful and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable use Policy (AUP).

This is not an exhaustive list: all members of staff are reminded that IT use should be consistent with the ethos established by Maidstone Mencap Charitable Trust Ltd, our policies and procedures, national and local guidance and expectations, and the Law.

1. I understand that information systems and IT include networks, data, and data storage, online and offline, communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email, and social media sites.
2. Information systems owned by MMCT, must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences.: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and for educational use. To prevent unauthorised access to system or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and I will not disclose any password or security information. I will se a strong password. A strong password has letters, numbers with 8 or more characters.
5. I will not attempt to install any purchased or download software, including browser toolbars, or hardware without permission from our system manager. (James Burrows treasurer@maidstonemencap.org)
6. I will ensure that any personal data of children, young people, staff, parents, volunteers is kept in accordance with the Data protection legislation, including GDPR (data protection policy) this means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than is necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online, or accessed remotely. Any data which is being removed from the sites of MMCT such as via email or on memory sticks will be encrypted by a method approved by our System manager. Any images or videos of any child or young person will only be used as stated in our policies and will always take into account parental consent.
7. I will not keep or access professional documents which contain MMCT related sensitive or personal information, including images, files, videos', and emails, on any personal devices such as laptops, digital cameras, and mobile phones.
8. I will not store any personal information on the computer systems used for MMCT including any laptop or similar device issued to staff that is unrelated to activities to support service provisions for MMCT., such as personal photographs files or financial information
9. I will respect copyright and intellectual property rights
10. I have read and understood the online safety policy which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of children and young people in our setting.
11. I will immediately report any illegal, inappropriate, or harmful material or incidents I become aware of to the Designated Safeguarding Lead as soon as is possible.

12. I will not attempt to bypass any filtering and/or security systems put in place by the system manager. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any MMCT related documents or files then I will report this to the system manager.
13. My electronic communications with current or past children, young people, parents, carers or other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via MMCT approved communication channels such as MMCT provided email address or telephone number, and not by personal devices or communication channels such as personal email. Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead.
14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using MMCT resources or personal systems. This includes use of email, text, social media, social networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online as outlined in the Online safety Policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the MMCT code of conduct and Law
15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, MMCT or the county council into disrepute.
16. I will promote online safety with the children and young people in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practice online either in our setting or off site, then I will raise them with the Designated Safeguarding lead and/ or the Board of trustees.
18. I understand that my use of the settings information systems, including any devices provided by MMCT, access to internet and MMCT email may be monitored and recorded to ensure the safety of the children, young people, and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
19. I understand that MMCT may exercise its right to monitor the use of information systems including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, MMCT may invoke its disciplinary procedures. If MMCT suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood, and agree to comply with Maidstone Mencap Charitable Trust Ltd – Staff Acceptable use Policy.

Name:

Date:

Signed: