



Internet and E- safety Policy

STATEMENT OF INTENT

Our pre-school wants to create a safe learning environment for children, encompassing all resources available to us.

AIM

Little Fishes Pre-school aims to set out the roles, responsibilities and procedures for the safe and appropriate use of all technologies to safeguard adults, children and young people within an early years setting. The policy recognises the ever changing nature of emerging technologies and highlights the need for regular review to incorporate developments within ICT.

IMPLEMENTATION

Our designated e-Safety Lead is **Nicky Catchpole**. She will take the lead responsibility to ensure that e-Safety is addressed properly.

In order to create a safe learning environment, the setting will:

- Ensure that all members of staff, students, volunteers and visitors are aware of and understand our e-safety policy.
- recognise the importance of e-Safety and understand the setting's duty of care for the safety of the children and staff team
- establish and maintain a safe ICT learning environment within the setting.
- Ensure that any educational material viewed from the internet is screened from beginning to end, prior to being shown to the children, to ensure its suitability
- Take into account that many mobile phones have built-in cameras and will ensure that they are not used to photograph or video children. With this in mind, staff mobile phones will not be used within the setting.
- Request that visitors use their phones only outside the building and store them in a secure place whilst in the setting.



- Store digital photographs on the pre-school computer, which is password protected, until the pre-school ceases to operate. Should this occur then all photographs will be shredded or deleted from the pre-school computer.
- Seek specific parental permission to use photographs of the children taking part in an activity to advertise/promote our pre-school via our website etc. in accordance with the Data Protection Act 1998
- Request verbally, and via a signed document, that parents keep photos and videos for personal use and not to post them on social media sites, such as Facebook.
- ensure that any equipment which holds sensitive or confidential information and leaves the premises is encrypted/password protected and/or is kept in a locked cupboard.
- share any e-safety progress and updates at all staff/committee meetings and ensure that all present understand the link to child protection
- ensure that all staff take responsibility for their own use of technologies and the internet, making sure that they are used legally, safely and responsibly.
- Advise staff against being connected to any current parents on social media sites
- report any e-Safety incident, concern or misuse of technology by staff, visitors or parents to the e-Safety lead or Manager, including the unacceptable behaviour of others.

USE OF MOBILE PHONES AND DIGITAL PHOTOGRAPHY

- Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2017).
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pre-school children for their own records during session times. This includes any outings that take place within session times.
- If a member of staff is witnessed using their mobile phone or any other electronic device inappropriately in the setting, it is the responsibility of the staff member who witnesses it to report it to the DSL or manager immediately. If the manager or DSL is witnessed using her mobile phone inappropriately, the member of staff who witnesses it must report it to the Deputy manager.
- Under the Data Protection Act 1998, the pre-school must seek written parental consent to take photographs and use video recorders.
- Photographs will be stored on the pre-school computer, which is password protected, until the pre-school ceases to operate. Should this occur then all photographs will be shredded or deleted from the pre-school computer.



- Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parents/carers to look through, for which permission will be sought in writing from parents.
- Parents will be advised that their child may appear in the background of photographs taken on the premises and written permission will be sought for such photographs to be used in other children's development records.
- Events such as outings, Christmas and fundraising events may be recorded by video and photographs by staff and parents/carers but always in full view of all attending.
- Only one camera will be taken out on outings, and the responsibility for the camera will be taken by the Safeguarding Lead or Deputy. Whichever member of staff holds the camera during the outing will be named in the outing risk assessment.
- On whole setting off-site outings, staff will be allowed to take their mobile phones in case of emergency, but these must not be used to take photographs or videos, and must be kept in staff bags or pockets, except in an emergency situation where a phone call needs to be made. The manager's phone number will be given to parents as the emergency contact number.
- During Forest school sessions, Vicki Walton's private mobile phone will be taken for use in an emergency. This will only be used for emergency calls and will be kept securely in Vicki Walton's rucksack until such time as it is needed.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our website etc. Specific parental permission for this would be sought.
- The setting has several digital cameras. In the case of a setting camera being lost, it must immediately be reported to the Designated Safeguarding Lead.
- Many mobile phones have built-in cameras and will not be used to photograph or video children. With this in mind, staff mobile phones should be left with personal belongings or in the designated tray in the store cupboard, and not used within the setting.
- Visitors are requested to use their phones only outside the building.
- Cameras and mobile phones are not permitted for use in the toilet or nappy-changing areas.
- Parents are requested verbally, and via a signed document, to keep photos and videos for personal use and not to post them on social media sites, such as Facebook.
- In cases of a personal emergency, all personal calls should be directed through the pre-school phone 01280 705295.

- Staff are asked not to make personal calls or check their mobile phones during their working hours. However, in urgent cases, a call may be made or accepted outside the pre-school premises if deemed necessary and by arrangement with the manager.

INAPPROPRIATE USE

If an employee is believed to have misused the internet or setting network in an illegal, inappropriate or abusive manner, a report must be made to the Manager immediately. The



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appropriate procedures for allegations must be followed and the following teams/authorities contacted:

- MASH team – 0300 126 1000
- Police/CEOP (if appropriate)

In the event of minor or accidental misuse, internal investigations should be initiated and staff disciplinary procedures followed only if appropriate.

EXAMPLES OF INAPPROPRIATE USE

- Accepting parents as 'friends' on social networking sites if this contradicts the setting's policy
- Behaving in a manner online which would lead any reasonable person to question an individual's suitability to work with children or act as a role model.

Date policy adopted / reviewed 16 June 2017

Minor amendments made **November 2018**

Signed on behalf of the management committee _____

Name and position of signatory Denise Smith, Chair

Policy review date April 2019

I have read and understood the policy:

Signature

Print Name:

Date:

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I have read and understood the policy:



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Signature

Print Name:

Date:
