

E-Safety Policy

Statement of Intent

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger.

This preschool believes that it has a duty to protect both its children and staff from any risks associated with the use of these technologies.

The Nominated person has overall responsibility for this policy. Our pre-school has also appointed an e-Safety Coordinator, and the Deputy Manager will take over this role if the coordinator is not in. Laura Clare, Committee Member will help support this policy.

The e-Safety Policy and its implementation will be reviewed annually it should be read and implemented with reference to our Safeguarding, Incident Management and Overall Policy Document(s). The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types

Aims

We aim to make all children, their parents/carers and staff aware of the risks involved in using technologies and educate them in the methods which should be used to enable them to use the technologies effectively and safely.

Responsibility Internet safety in the Pre-school depends on staff, parents, carers and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones. It is the Pre-school's responsibility to use technical solutions to limit Internet access and to monitor their effectiveness.

1. Internet use

- The pre-school has a duty to provide children with quality Internet access as part of their learning experience.
- Children use the Internet widely outside pre-school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- The purpose of Internet use in pre-school is to raise educational standards, to promote children's achievement, to support the professional work of staff and to enhance the school's management functions.

1.1 The use of the Internet to benefit education

Benefits of using the Internet in education include:

- professional development for staff through access to national development educational materials and effective curriculum practice;
- collaboration across networks of pre-schools, support services and professional associations;
- exchange of curriculum and administration data with local services and providers; access to learning wherever and whenever convenient.

1.2 The use of the Internet to enhance learning

- The pre-school's Internet access will be designed to enhance and extend education.
- Children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- The pre-school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of children.
- Staff will guide children to online activities that will support the learning outcomes planned for the child's age and ability.

1.3 Teaching children to evaluate Internet content

- Children will use age-appropriate tools to research Internet content.
- **Children will only be allowed access to the internet via the search engine safari**

2 Managing Information Systems

2.1 Maintaining information systems security

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site will be encrypted (to be discussed with the Manager beforehand)
- Portable media may not be used without specific permission followed by an anti-virus / malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the pre-school's network will be regularly checked.
- The Manager and Pre-school contact will review system capacity regularly.
- The use of user logins and passwords to access the software and hardware will be enforced.

2.2 The management of email

- Children will not have access to any email accounts.
- Staff will only use official school provided email accounts to communicate with and parents/carers, as approved by the Owners.
- Access in pre-school to external personal email accounts may be blocked.
- Excessive social email use can interfere with learning and will be restricted.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on pre-school headed paper would be.
- The forwarding of chain messages is not permitted.
- Staff should not use personal email accounts during school hours or for professional purposes.

2.3 The management of published content

- The contact details on our website are the pre-school address, email and telephone number. Staff or children's' personal information must not be published.
- Written permission from parents or carers for featuring their child on the website is requested when each child starts at the Pre-school and parents/carers wishes are followed at all times
- Email addresses will be published carefully online, to avoid being harvested for spam (e.g. by replacing '@' with 'AT'.)
- The owners will take overall editorial responsibility for online content published by the pre-school and will ensure that content published is accurate and appropriate.

2.4 The publishing of children's' images or work

- Videos that include children will never be used on our website.
- Children's names will not be used anywhere on the website, particularly in association with photographs.
- In the event that we wish to publish images/videos or photographs written permission from parents or carers will be obtained before any of the above are electronically published.
- Children's work can only be published with their permission or the parents.
- Written consent will be kept by the pre-school where children' images are used for publicity purposes, until the image is no longer in use. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the Pre-school and parents/carers wishes are followed at all times.
- The pre-school has a Policy Document regarding the use of photographic images of children which outlines policies and procedures.

2.5 The management of social networking, social media and personal publishing

- Our pre-school will not allow children or staff to access social media and social networking sites.
- Personal publishing will not be allowed by children or staff
- All members of the pre-school community, including parents and carers, are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory (Please see Appendix A for an example of Parent Information Flyer).
- Newsgroups will be blocked unless a specific use is approved.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour. ***The pre-school will be implementing an induction package in 2015 to detail this.***
- When someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet. Staff members should respect the privacy and the feelings of others. Staff are in a professional position and are responsible for the care and education of children. Therefore they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute. Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children.

2.6 The management of filtering

- The pre-school's broadband access will include filtering appropriate to the age and maturity of pupils.
- The pre-school will work with the Village Hall Committee (who provide the internet access) to ensure that filtering policy is continually reviewed.
- The pre-school will have a clear procedure for reporting breaches of filtering (see Appendix B below). All members of the pre-school community (all staff and all children) will be aware of this procedure.
- Staff may use their logons during pre-school sessions in order to view additional websites with the children, for example to look at sites related to topics they have been discussing. Staff must ensure they logout immediately after viewing the sites to restrict access for the remainder of the pre-school session. If a member of staff uses the pre-school PCs for pre-school work, again they must ensure they logout immediately on completing the work to ensure access is restricted for the remainder of or the next pre-school session.
- If staff or children discover unsuitable sites, the URL will be reported to the Pre-School e-Safety Coordinator who will then record the incident and escalate the concern as appropriate.
- The Pre-School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the pre-school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Committee.
- The e-Safety Coordinator will ensure that regular checks are made to ensure that the filtering methods selected are effective.
- Any material that the pre-school believes is illegal will be reported to appropriate agencies such as Police or CEOP (Please see Appendix D for contact information)

3. The protection of personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

4. Policy Decisions

4.1 The authorisation of Internet access

- The pre-school will maintain a current record of all staff and children who are granted access to the pre-school's electronic communications.

- All staff will read and sign the Pre-school Acceptable Use Document (Appendix C) before using any pre-school ICT resources.
- All visitors to the pre-school site who require access to the internet will be asked to read and sign an Acceptable Use Document.
- Parents will be informed that children will be provided with supervised Internet access appropriate to their age and ability.
- When considering access for vulnerable members of the pre-school community (such as with children with special education needs) the preschool will make decisions based on the specific needs and understanding of the children(s).
- At the Early Years Foundation Stage children' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials.

4.2 Risk Assessments

- The pre-school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The pre-school cannot accept liability for the material accessed, or any consequences resulting from Internet use.
- The pre-school will audit ICT yearly as part of the policy review (Please ask to see the Asset Register of the preschool) use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the Police.
- Methods to identify, assess and minimise risks will be reviewed regularly.

4.3 Pre-school response to any incidents of concern

- All members of the pre-school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyber bullying, illegal content etc.).
- The e-Safety Coordinator will record all reported incidents and actions taken in the School e-Safety incident log and other in any relevant areas e.g. Bullying or Child protection log.
- The Designated Child Protection Coordinator (Please see Contacts in Appendix D) will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.
- The pre-school will manage e-Safety incidents in accordance with the pre-school behaviour policy where appropriate.
- The pre-school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the pre-school will debrief, identify lessons learnt and implement any changes required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguard Team or e-Safety officer and escalate the concern to the Police
- If the pre-school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Area Children's Officer (Please see contacts in Appendix D)
- If an incident of concern needs to be passed beyond the pre-school then the concern will be escalated to the e-Safety officer to communicate to other school in Cheshire.

5. The handling of e-Safety complaints

- Complaints about Internet misuse will be dealt with under the pre-school's complaints procedure.
- Any complaint about staff misuse will be referred to the Manager and Pre-school Committee.

- All e–Safety complaints and incidents will be recorded by the pre-school, including any actions taken.
- Parents and staff will be informed of the complaints procedure.
- Parents and children will need to work in partnership with the pre-school to resolve issues.
- All members of the pre-school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.

6. Internet use across the community

- The pre-school will liaise with local organisations to establish a common approach to e–Safety.
- The pre-school will be sensitive to Internet-related issues experienced by children out of school, e.g. social networking sites, and offer appropriate advice.
- The pre-school will provide appropriate levels of supervision for children who use the internet and technology whilst on the school site.

7. The management of Cyberbullying

- Cyberbullying (along with all other forms of bullying) of any member of the pre-school community will not be tolerated.
- There are clear procedures in place to support anyone in the pre-school community affected by cyberbullying.
- All incidents of cyberbullying reported to the pre-school will be recorded.
- Children, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The pre-school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Children, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the pre-school’s e-Safety ethos.

8. The management of Learning Platforms

We do not use external Learning Platforms in our pre-school

9. The management of mobile phones and personal devices

- Many mobile phones have inbuilt cameras so staff are not permitted to use them in the Setting.
- Staff personal phones need to be placed in the kitchen with personal belongings. They are not turned off due to contact issues.
- Visitors are made aware of our policy on arrival verbally and visually (via a poster)
- In cases of a personal emergency all personal calls should be directed through the staff mobiles.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made if deemed necessary and by arrangement with the Manager.

10. Communication of the e-Safety Policy

Due to the age of our children these e-safety policies will be verbally communicated to the children during IT sessions, video sessions, letters to Parents (Appendix E)

10.2 Introducing the policy to staff

- The e–Safety Policy will be formally provided to and discussed with all members of staff.
- To protect all staff and children, the pre-school will implement Acceptable Use Documents.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.

- The pre-school will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the children.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

10.3 Enlisting parental support

- Parents' attention will be drawn to the pre-school e-Safety Policy in letters and on the pre-school website.
- A partnership approach to e-Safety at home and at school with parents will be encouraged.
- Information and guidance for parents on e-Safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.

Approved by:

Pre-school Manager:

Pre-school Chair:

Date:



Whitley Community Pre-School



Use of Social Media & Networking Sites



Use of social media and social networking sites (Facebook, YouTube, Tumblr, Twitter, LinkedIn, Instagram, etc.) has exploded in the past decade. By the end of 2011; 1 billion people had Facebook accounts, and 1 trillion videos had been watched on YouTube (that's nearly 140 'views' for every person on the planet). Social media is allowing people to communicate information to one another like never before.

However, with this new freedom to share information and communicate via these sites comes a danger of disclosing personal or sensitive information unintentionally, with seemingly innocuous postings.

Confidentiality must be upheld at all times and no information which leads to a child, carer, visitor or member of staff being identified should be disclosed through social media.



- While the Pre-school does allow photographs to be taken during events within the pre-school, parents, staff, carers or visitors **are not to upload any photographs** taken involving pre-school children or staff to any social media / networking site as this could breach the confidentiality of anyone else appearing in the photo;
- The only exception to this is photographs taken in a specific 'private area' that will be set up by staff at events in order to take photographs of your child for this purpose.
- If you wish your child to have a photograph with another friend you must get permission from the parent/carers beforehand.

Parents are advised not to post inappropriate comments about staff, children or visitors;

Even mentioning, on social media sites, that you have seen someone within the setting (neighbour, friend, relative, celebrity etc.) may be considered a breach of the Data Protection Act 1998 if you do not have that person's permission;

Ensure your privacy settings are set to your needs, but remember; the UK High Court has ruled that any postings made on social media are to be regarded as being in the 'public domain', no matter how high your privacy settings are;



To speak to someone about this issue please contact the Pre-school Manager on , or speak to the Chair of the Pre-school Committee on

Appendix B – Reporting Breaches of Filtering / Breaches of use

Date				
Person Filing report:	Staff	Committee Member	Visitor	Parent/Carer
Filtering/Access issue identified (i.e. website pop up / unblocked inappropriate site.)				
Issue identified by?				
Were children aware?				
Issue reported to?			Issue to be Actioned by	
Outcome of report / issue				
Signed by:	Reporter		Actioned by:	
	:			

Employees and Volunteers of Whitley Pre-School:

- Will ensure the timely reporting of any concerns in relation to alleged or known misuse of ICT equipment.
- Will ensure that awareness is raised of any new or potential issues and any risks that could be encountered as a result
- Will ensure that all electronic communication is compatible with their professional role and in line with the policies of the setting
- Will not put online any text, image, sound or video that could upset or offend anyone connected to the setting or be incompatible with their professional role
- Will ensure their online activity, both in work and outside, will not bring the Pre-School or their professional role into disrepute. This includes comments on social networking sites such as Facebook and Twitter that could be construed to have an impact on the reputation of the setting.
- Will not take photographs of children on mobile phones, whether nursery or staff owned
- Understand that any misconduct in this area can result in disciplinary action and dismissal.
- Will not use the ICT within the setting for personal use, including e-mails, accessing social media or other purposes.

Visitors to Whitley Pre-School will ensure:

- That should they wish to use technologies within the setting environment, practice must be in line with the setting's policies and that they do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst on the premises
- Will not use the ICT within the setting for personal use, including e-mails, accessing social media or other purposes.
- That mobile phones are not taken into the classrooms

Staff, Volunteers and Visitors must be aware that any serious breach of the acceptable use or e-safety guidelines may require reporting to official channels (Police/Local Authority/PLA).

If you have any concerns relating to E-Safety please contact the Designated Person for E-Safety (LEB).

I have read/Understood the E-Safety Policy and agree to the Terms of the Acceptable Use Document :

Name:.....
.....

Designation (Volunteer / Visitor / Staff)

Signature:.....

.....

Date:.....

Appendix D – Contact Information**The address for the Child Exploitation and Online Protection (CEOP) Centre is:**

Child Exploitation and Online Protection Centre
33 Vauxhall Bridge Road
London SW1V 2WG

Please be advised that the CEOP Reception is manned from 09:00 till 17:00, Monday to Fridays.

Public enquiries

Contact us by

Our online **contact form**

Telephone: +44 (0)870 000 3344

<https://www.ceop.police.uk/Contact-Us/>

Cheshire West & Chester LSCB(Local Children's Safeguarding Board) 2nd Floor, 4 Civic Way, Ellesmere Port, CH65 0BE Tel: 0151 356 6819.

Designated Child Protection Safety Officer can be contacted on the above number.

For Professionals

If you have concerns about a child's welfare, or feel that they may be being abused or neglected, **please contact the Children's Contact and Referral Team or the Emergency Duty Team (out of hours).**

<https://www.cheshire.police.uk/contact-us.aspx>

Northwich Police Station

Northwich Police Station
Chesterway,
Northwich,
CW9 5EP

Telephone: 0845 458 6392

Email: northwich.npu@cheshire.pnn.police.uk

Cheshire Police can also be contacted on **0845 458 0000 (999 in an emergency).**

Appendix E – Poster to display no mobile phones in preschool area

TBC