



E-Safety Policy

Date: 26/04/2021

Review Date: 26/04/2022 (or when required)

Statement:

Pippins Preschool has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

Introduction

- The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.
- It is important for children to learn to be e-safe from an early age and the preschool can play a vital part in starting this process.
- In line with other policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

1. Core Principles of Internet Safety

- The internet is becoming as common as the telephone or TV and its effectiveness use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

2. The E-Safety Policy is built on the following care principles

- **Guided educational use:**

Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

- **Risk assessment:**

We have a duty to ensure children in the preschool are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

- **Responsibility**

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

3. Why is it important for preschool children to access the internet?

- The internet is an essential element in 21st century life for education, business and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience.
- Preschool internet access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys.
- The internet is also used in the preschool to support the professional work of staff, to allow effective planning and to enhance the preschool's management information and business administration systems.
- The internet is used to allow us to access the online Learning Journey system called Tapestry. Staff will take photos of children on the tablet engaged in their activities and upload them onto tapestry. This is regularly checked by Nicola Setford.

4. How will filtering be managed?

- The preschool e-safety Safeguarding Lead **Nicola Setford** and Safeguarding Lead **Julie O'Neill** will ensure that the appropriate filters are applied to the PCs and tablets in the preschool.
- **Nicola Setford and Julie O'Neill** will also review the sites accessed.
- Staff will monitor the websites being used by the children during preschool sessions.
- If staff or pupils discover unsuitable sites have been accessed on PC or tablet, they must be reported to **Nicola Setford or Julie O'Neill** immediately so that filters can be reviewed.

5. Managing Content

- Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.
- The point of contact on the preschool's Facebook page should be the preschool address, preschool e-mail and telephone number. Staff or children's home information will not be published. Website photographs that include children will be selected carefully with parents' permission. Pupils full names will not be used anywhere on the Facebook page particularly in association with photographs. Written permission from parents or carers for featuring their child on the Facebook page is requested when each child starts at the preschool and parents/carers wishes are followed at all times.
- **Nicola Setford and Julie O'Neill** will regularly check the preschool's tablets to ensure safe use.

6. Communication

• Managing e-mail

Children will not have access to e-mail. Staff using e-mail will use a preschool e-mail address. This address must not be used for personal e-mail and staff can only access this email from the setting. They will not be provided with the password.

• On-line communications and social networking

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used in the preschool by any staff. **Nicola Setford** as the manager and designated e-safety Safeguarding Lead uses a Facebook group and page to advertise the preschool and as a communication tool for parents. Only she is able to access the preschools Facebook site during the day from the preschool's tablet.

Staff will not discuss individual children, families, staff or the setting on Facebook, twitter or any other social networking site.

• Mobile technologies

Mobile phones are not permitted in the preschool and must be kept in the top draw of the kitchen. Staff who may need to be contacted during the day can give the preschool mobile number.

Visitors are asked to leave their mobile phones in their bags or in the kitchen draw.

Staff are permitted to use their mobile phones in the kitchen only during their breaks.

The taking of photographs on mobile phones is strictly prohibited anywhere on the preschool site.

Any staff using their mobile phones in the setting will be challenged and may be suspended during investigation.

Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the nursery.

The preschool mobile phone does not have access to the internet and is unable to take photographs.

7. Images

- Staff take photographs of the children on the preschool tablets to upload to the children's tapestry page, to print for displays and photos albums or for advertising
- Photos are deleted once they have been used
- Parent's consent to photographs being taken and how they can be used
- The tablets must be stored in the locked cupboard when not in use

8. Parents and e-safety

- Parents attention will be drawn to the preschool's e-safety policy and e-safety advice will be regularly shared via our Facebook group, website and via posters, newsletters etc.

9. Handling Complaints

- Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.