



Leading Strings Pre-School

E-Safety Policy

Statement of Intent

A Leading Strings Pre-school, we recognise the value that communication and technology plays in the learning and development of the children. Children are given regular access to ICT equipment, to develop skills that are vital to life-long learning. We acknowledge that there are potential risks involved, and therefore follow this policy to ensure e-safety is followed for the benefit of the children, parents, staff and visitors to the pre-school.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns: 1) Staff being distracted from their work with children; 2) The inappropriate use of mobile phone cameras around children.

Procedures

1. Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All devices have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

2. Internet Use

- Children do not normally have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed. E.g. the designated person watches the clip first to ensure it is appropriate for the children.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet; - only go on line with a 'grown-up' - *be kind on line* - 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.

- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- Children are not allowed to access social networking sites.
- 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
- 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
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk
- Staff using personal computers at home for the purposes of work are made aware that they should be protected by secure passwords and data containing documents are encrypted. (Also please see our Storage off-site Policy)

3. Emails

- The pre-school has a designated email address for professional correspondence that is password protected.
- The password is only known by the pre-school management.
- Children are not permitted to use email in the setting. Parents and staff are not permitted to use setting equipment to access personal emails. Staff do not access personal or work email whilst supervising children.
- Staff send and share information securely at all times.

4. Personal Emails

- It is recognised that the pre-school management and staff may communicate via email outside of working hours. The pre-school advises that all personal computers are locked with a security password. All emails should adhere to the following:

- The names of children should be kept to a minimum
- Correspondence should be polite, respectful and remain professional
- Any abuse or breaches of confidentiality by any adults associated with the pre-school is strictly forbidden, and will not be tolerated.
- All suspected cases must be reported, the pre-school will record all incidents and act on them immediately.
- Access to documents with personal information is limited as much as possible, and is usually only available to the pre-school management.
- All home computers must be password protected
- Personal details are kept to a minimum
- All confidentiality is assured, with breaches considered serious misconduct, and dealt with accordingly.
- The pre-school has a Facebook page and Instagram account, which only the manager/Designated Safeguarding Lead has access to. The pages do not feature any children's photos, or use the name of any child.
Any abuse or breaches of confidentiality by any adults associated with the pre-school is strictly forbidden, and will not be tolerated. All suspected cases must be reported, the pre-school will record all incidents and act on them immediately.
- Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered gross misconduct and will result in instant dismissal.
- Staff, parents or family members should not upload photos taken of other children in setting to any social network site. Parents are reminded of this at occasions where photographs are taken.
- Students on commencement of placement sign to say they will abide by our student policy and maintain confidentiality at all times.
- Any reported breach of this agreement will result in immediate termination of their placement with the pre-school, and notification to their educational establishment.

5. Use of Cameras

- Personal cameras belonging to staff are not permitted in the pre-school.
- The pre-school provides an authorised digital camera for use by staff. Under no circumstances should photos be taken on a mobile phone.
- Parental permission is sought on the registration form before any photographs are taken of children
- All staff are made aware of any parental photographic objections or restrictions.

- Staff are permitted to take children's photographs to capture spontaneous moments to support the Early Years Foundation Stage or to share with parents, once consent is granted.
- Images taken must be deemed suitable without putting the child/children in any position that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed within the camera tray on the staff desk when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be printed and are deleted accordingly.
- Under no circumstances must cameras of any kind be taken into the toileting area.
- If photographs need to be taken in the sink area, i.e. photographs of the children washing their hands, then the pre-school manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.
- Failure to adhere to the above will lead to disciplinary procedures being followed.
- Parents are permitted to take photos during organised events such as Sports Day, Fetes, and Christmas. Parents are reminded that photos should be for personal use only, and not uploaded to any social networking site or webpage.

6. Mobile Phones

- 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 desk until the parent collects them at the end of the session.
- The pre-school has an authorised mobile phone for use in setting, as there is no landline available in the hall. All contact details for children are kept in the filing cabinet
- Staff mobile phones are kept in the 'phone box' on the staff desk and should not be used during pre-school hours. In emergencies, staff may use their phone in the kitchen (Please also see Mobile Phone Policy)

- Staff must ensure that their mobile phones which are bought into setting, do not have any inappropriate or illegal content on. Under no circumstances should a member of staff use their phone to take photos in setting.
- Concerns will be taken seriously, logged and addressed appropriately (under our Whistleblowing policy).
- The pre-school manager 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.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action. Further guidance - NSPCC and CEOP Keeping Children Safe Online training: www.nspcc.org.uk/what-you-can-do/getexpert-training/keeping-children-safe-online-course

This policy was agreed at a meeting on

Present: Kirsty Evensen

Debbie Franklin

Reviewed by: