Eldene Pre-School & Toddlers

1:D   E – Safety Policy

Background/Rationale

New technologies have become integral to the lives of children and young people in today's society, both within Pre-schools and in their lives outside Pre-school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps practitioners and children learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

A Pre-school e-safety policy should help to ensure safe and appropriate use and must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The e-safety policy that follows explains how we intend to do this.

Development/Monitoring/Review of this policy

This e-safety policy has been developed by a working group made up of:

- Pre-School Manager
- Chairperson
- Committee
- Members of staff

Schedule for Development/Monitoring/Review

This e-safety policy was approved by the Eldene Pre-School & Toddlers On 3rd September 2013

The implementation of this e-safety policy will be monitored by the Pre-school Manager, staff and Committee. Monitoring will take place at regular intervals: Annually. The e-safety policy will be reviewed annually or as necessary. The next anticipated review date will be September 2024. Should serious e-safety incidents take place the LA Safeguarding Officer and Police will be informed.

Scope of the policy

This policy applies to all members of the Pre-school (including staff, students/pupils, volunteers, parents/carers, visitors) who have access to and are users of Pre-school ICT systems, both in and out of Pre-school.

Roles and Responsibilities

The following section outlines the roles and responsibilities for e-safety of individuals and groups within the Pre-school.

Committee

The Committee are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out as and when necessary but at least annually by the Pre-school Committee.

Pre-school Manager

- The Pre-school Manager is responsible for ensuring the safety of members of the Pre-school setting day to day
- The Pre-school Manager and Committee should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff
- Takes day to day responsibilities for E-Safety issues and has a leading role in establishing and reviewing the Pre-school E-Safety policies/documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- Provides training and advice for staff
- Liaises with the Local Authority as and when appropriate
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- Reports any incidents to the Chairperson of the Pre-school Committee

Designated person for Child Protection/Safeguarding should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- Sharing of personal data
- Access to illegal/inappropriate materials
- Inappropriate on-line contact with adults/strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Parents/Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The Pre-school will therefore take every opportunity to help parents understand these issues through parents' evening, newsletters, letters, website and information about national/local e-safety campaigns/literature.

Education & Training – Staff

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the Pre-school e-safety policy and Acceptable Use Policies
- The E-safety Co-ordinator will receive regular updates through attendance at Local Authorities (LA)/other information/training sessions and by reviewing guidance documents released by LA and others
- This E-Safety policy and its updates will be presented to and discussed by staff in staff meetings.
- The E-safety Co-ordinator will provide advice/guidance/training as required to individuals as required

Technical – infrastructure/equipment, filtering and monitoring

The Pre-school will be responsible for ensuring that the pre-school infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people are named in the above sections will be effective in carrying out their E-Safety responsibilities.

- There will be regular reviews and audits of the safety and security of Pre-school ICT systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to Pre-school ICT systems
- All users will be provided with a username and password

Curriculum

E-Safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

Use of digital and video images – Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and children instant use of images that they have recorded themselves or downloaded from the internet. However, staff and children need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short term or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The Pre-school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential harm.

When using digital images, staff should inform and educate children about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

- Staff are allowed to take digital/video images to support educational aims, but must inform Pre-school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on Pre-school equipment; the personal equipment of staff

should NOT be used for such purposes, unless discussed before hand with the Pre-school Manager.

- Care should be taken when taking digital/video images that children are appropriately dressed and are not participating in activities that might bring the individuals or the Pre-school into disrepute.
- Photograph published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images
- Children's' full names will NOT be used anywhere on a website or blog, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of children are published on the Pre-school website

Unsuitable/inappropriate activities

The Pre-school believes that the activities referred to in the following section would be inappropriate in a pre-school context and those users, as defined below, should not engage in these activities in Pre-school or outside Pre-school when using Pre-school equipment or systems. The Pre-school policy restricts certain internet usage.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the date subject's rights
- Secure
- Only transferred to others with adequate protection

Staff must ensure that they:

- **At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.**
- **Use personal data only on secure password protected computers and other devices, ensuring that they are properly 'logged-off' at the end of any session in which they are using personal data**
- **Transfer data using encryption and secure password protected devices**

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the pre-school currently considers the benefit of using these technologies for education outweighs their risks/disadvantages

Staff & other adults

Communication Technologies which are allowed in Pre-school

Mobile phones may be brought to pre-school and locked into staff lockers.

Use of mobile phones in social time.

Taking photos on Pre-school camera.

Use of hand held devises eg PDAs, PSPs

Communication Technologies which are allowed at certain times in Pre-school

Use of blogs

Communication Technologies which are allowed for selected staff in Pre-school

Use of mobile phones in Pre-school (With the agreement of the Pre-school Manager in exceptional circumstances staff may have mobile phones on vibrate mode to receive calls – this would usually relate to health concerns around direct family members).

Communication Technologies which are NOT allowed in Pre-school

Taking photos on mobile phones or other camera devices

Use of personal e-mail addresses in Pre-school, or on Pre-school network.

Use of Pre-school e-mail for personal e-mails.

Use of chat room/facilities

Use of instant messaging

Use of social networking sites

When using communication technologies the Pre-school considers the following as good practice:

- The official Pre-school e-mail service may be regarded as safe and secure and is monitored. Staff and children should therefore, use only the Pre-school e-mail service to communicate with others when in pre-school, or on pre-school systems (eg by remote access).
- Users need to be aware that e-mail communications may be monitored
- Users must immediately report, to the nominated person – in accordance with the pre-school policy, the receipt of any e-mail that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such mail.
- Any digital communication between staff and children or parent/carers (e-mail, chat etc) must be professional in tone and content. These communications may only take place on

official (monitored) Pre-school systems. Personal e-mail addresses, text messaging or public chat/social networking programmes must not be used for these communications.

- Personal information should not be posted on the Pre-school website and only official e-mail addresses should be used to identify members of staff.

Users Actions

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

These are unacceptable and illegal

- **Child sexual abuse images**
- **Promotion or conduct of illegal acts, eg under the child protection obscenity, computer misuse and fraud legislation.**
- **Adult material that potentially breaches the Obscene Publications Act in the UK**
- **Criminally racist material in UK**

These are unacceptable

- **Pornography**
- **Promotion of any kind of discrimination**
- **Promotion of racial or religious hatred**
- **Threatening behaviour, including promotion of physical violence or mental harm**
- **Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the Pre-school or brings the Pre-school into disrepute**
- **Using Pre-school systems to run a private business**
- **Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.**
- **Revealing or publicising confidential or proprietary information (eg financial/personal information, databases, computer/network access codes and passwords).**
- **Creating or propagating computer viruses or other harmful files**
- **Carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the internet.**
- **On-line gaming (educational)**
- **On-line gaming (non educational)**
- **On-line gambling**
- **On-line shopping/commerce**
- **File sharing**
- **Use of social networking sites**
- **Use of video broadcasting eg YouTube**

Responding to incidents of misuse

It is hoped that all members of the Pre-School setting will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity i.e

- **Child sexual abuse images**
- **Adult material which potentially breaches the Obscene Publication Act**
- **Criminally racist material**
- **Other criminal conduct, activity or materials**

It is more likely that the Pre-school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the Pre-school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour procedures as follows: (Please see attached).

This policy was adopted at a meeting of the Eldene Pre-School & Toddlers

Held on: 8th July 2019

Date reviewed: October 2023   To be reviewed on: October 2024

Signed on behalf of Eldene Pre-school & Toddlers

A. Hanrahan

Ann-Marie Hanrahan -Chairperson