Moulton Pre-School – E-Safety Policy

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Moulton Pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This policy applies to all staff, including senior staff managers, paid staff, volunteers, agency staff, students or anyone working on behalf of Moulton Pre-school.

Online Safety (also referred to as e-safety) encompasses not only the internet but also wireless communications including mobile phones, cameras, webcams, iPads, ebooks, wearable devices and PC tablets. Online safety also includes the consideration of media applications and a user's access to content and contact with others such as chat rooms, blogs, social networking sites, instant messaging, gaming and video broadcasting.

Safeguarding is everybody's responsibility and therefore an agreed, shared approach must be promoted by all staff, parents and children. The influence and value of ICT should be firmly embedded within the EYFS and it must therefore be reflected in practice. The following policy is in place to help modify behaviour and to promote acceptable use of online technologies.

Aims:

• To protect all users of information and communication technologies from potential and known risks.

• To establish a culture which ensures the safety and well-being of children, this includes their online safety, and which also safeguards all staff members in encouraging them to work safely and responsibly and to monitor their own behaviours, standards and practice.

• To recognise that we cannot stop advances in technology, and nor should we try to do so. Developmentally appropriate access to computers and the internet in the early years contributes significantly to children's enjoyment of learning and development. Locked down and banning practices do not provide effective safeguards as prohibiting access to online technology within early years settings gives a false sense of security. Children have rights as learners and should be entitled to have access to appropriate technologies, they need to be empowered with the knowledge and skills to keep safe online and our policy aims to promote awareness and provide information and support to parents/carers and staff. By encouraging a balanced use of ICT for all children within the home and nursery we believe this contributes to their learning and development.

• To open a dialogue with parents, staff and children to prevent any future exposures to risk.

• To comply with the law on discrimination, data protection and health and safety.

• To minimise the risk of a data breach. We have an appointed Online Safety Officer, who has overall responsibility for ensuring online safety practice is managed and implemented effectively, within the requirements of the law, to include:

• Ensuring our ICT system's security and virus protection are reviewed and updated regularly, to include a secure, filtered, managed internet service and broadband provider.

• Reporting any online safety incidents to CEOP (Child Exploitation and Online Protection) 0870 000 3344 and keeping a log.

• Embedding online safety during staff induction and arranging online safety training for staff.

• The Online Safety Lead completes an annual online training course to ensure they are up to date with the latest in Online Safety.

• Ensuring staff and parents receive relevant information about emerging issues

• Memory sticks and laptops are stored securely at all times

• Memory cards from cameras are always stored securely. The upload of photographs from cameras is strictly controlled, with only the Manager or Deputy undertaking this task. Photos of children are only used in the Online Learning Journals (Tapestry), displays or the pre-school website, with the permission of parents.

• Photos are not emailed to or from Moulton pre-school.

• All information other than that held on the computer is locked away in either cupboards or drawers and when no longer needed is shredded. No confidential material is ever removed from the nursery unless it is password encrypted and specifically authorised by the Manager. Keys to these cupboards/drawers are held by Susan Wakes-Miller and the Deputy.

• All computer equipment is password protected. Management have a central list of all login details.

Staff

All staff need to understand the significance of online safety which highlights the importance of safeguarding children and keeping them safe, which is of paramount importance. All staff have received appropriate training and guidance in order to effectively implement online safety. As part of their induction, each staff member is given a copy of our Online Safety policy, procedures and an AUA (Acceptable Use Agreement), which they must sign and return. Staff are given an opportunity to openly discuss online safety in staff meetings and during supervision. Staff are always expected to follow the guidelines below:

• IT equipment belonging to Moulton Pre-school should never be used to access inappropriate material, such as obscene, hateful, pornographic or otherwise illegal material.

• Personal equipment containing inappropriate material should not be brought in to the pre-school.

• Staff are aware of the risks of fostering online relationships with parents and children.

• Staff are aware of their responsibility of confidentiality, inside and outside working hours.

• Staff are aware of their digital footprint (a trail of data created whilst using the internet), and that the use of social networking sites (such as Facebook, Twitter, Instagram) in staff recreational time on their own devices must not compromise professional integrity or bring the nursery into disrepute.

• Staff are reminded that adding parents as 'friends 'on social network sites or using their personal IT equipment, i.e. smart phone or tablet, to communicate with parents is against pre-school policy.

• Staff are made aware of the risk from computer viruses, and opening emails from unknown sources.

• Staff must inform the Online Safety Officer if they intend to change their login details.

• Any accessible computer/device should always be locked when unattended.

• No child should ever be left unsupervised whilst using any ICT equipment. We only use child moderated sites and our secure filtered internet server is used to monitor and prevent offensive material or spam. If, on rare occasions, security systems are not able to identify and remove such

materials, the material should be minimised from the desktop and the computer manned whilst the incident is reported to the Online Safety Officer immediately.

• Computers should be placed in areas of high visibility which will enable children and adults to be closely supervised and their online use to be appropriately monitored.

• Although children should only be able to access age appropriate websites, staff should encourage children and parents to be cautious about any information given to them by other users on such sites, and must recognise that everyone may not be who they say they are i.e. Stranger Danger.

Parents

We have developed an Acceptable Use Agreement (AUA) which details the ways in which the internet can and cannot be used in the pre-school. We are responsible for the safety of children in our care but also for the behaviours and expectations of any adults who affect or come into contact with the early years setting. All staff must read and sign their agreement. All parents are provided with a summary of our online safety policy upon enrolment at the nursery, to ensure they have an awareness of our online safety procedures and can take a part in promoting online safety within the pre-school, at home and in the community. Parents are made aware that they are able to view the full policy and Acceptable Use Agreement via the website. It is essential for parents and carers to be fully involved with promoting online safety within the setting, home and social environment. It is therefore advantageous to consult and discuss emerging online safety issues with parents and carers.

Sanctions

We will follow our Disciplinary Policy and Procedure in line with our staff handbook for dealing with the inappropriate use of ICT both onsite and offsite (where known). The Online Safety Policy must operate in conjunction with other pre-school policies.