

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.



### **1.8 E-safety Policy**

#### **Policy statement**

Nomansland Pre-School 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 Pre-school can play a vital part in starting this process. In line with other Pre-school policies that protect children from other dangers, there is a requirement to provide children 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.

#### **The E-Safety Policy is built on the following core 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 that children in the Pre-school 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.

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### **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.

### **Why it is important for Pre-school children to access the Internet?**

The Internet is an essential element in 21st century life for education, business and social interaction. The Pre-school has a duty to provide children with quality Internet access as part of their learning experience. Pre-school Internet access will be tailored expressly for educational use and will include appropriate filtering. The children will learn appropriate Internet use. Staff will guide children in online activities that will support their learning journeys.

The Internet is also used in the Pre-school to support the professional work of staff, to allow effective planning and to enhance the Pre-school's management information and business administration systems. This includes the use of iPads and Tapestry as outlined below.

### **iPad Use**

The Pre-School owns a number of iPads which are primarily for staff use including taking photographs and video for observations. The iPads are password protected and are all stored in a locked cupboard when not in use.

Pre-School children are allowed to access appropriate games on one designated iPad but under careful supervision and for a controlled amount of time.

### **Tapestry On-Line Journals**

Pre-School use an on-line programme called Tapestry to record observations on the progress and development of the children in our care. Staff have access to Tapestry with individual log-ins and passwords.

Children are set up on Tapestry and their parent/carer is given a unique password to access their child's online journal and view observations and add comments.

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### **How will filtering be managed?**

The Pre-school manager and staff are responsible for Systems Support and will ensure that Macafee filters are applied to the PCs in the Pre-school and to the staff laptop.

Staff will monitor the websites being used by the children during pre-school sessions.

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 pupils discover unsuitable sites have been accessed on the Pre-school room PCs, they must be reported to the Manager immediately so that the filters can be reviewed. The pre-school committee will ensure there is sufficient funding and time made available for training.

### **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 website should be the Pre-school address, Pre-school email and telephone number. Staff or children's home information will not be published. Website photographs that include children will be selected carefully and will not allow individual children to be clearly identified. Pupils' full names will not be used anywhere on the website, particularly in association with photographs. 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.

### **Communication**

#### **Managing e-mail**

Children will not have access to e-mail.

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Staff using e-mail will use a Pre-school e-mail address. This address must not be used for personal e-mail.

### **On-line communications and social networking.**

#### **Personal use:**

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the Pre-school for personal use.

Staff will not discuss individual children or their setting on Facebook, Twitter or any other social networking site.

#### **Professional Use of Facebook:**

The Pre-School will use the Facebook page, to notify parents about events, give reminders and a notice board for emergencies such as closures due to snow.

When using Facebook as a part of our official duties as an employee of Nomansland Pre-School:

At Nomansland Pre-School there are two administrator of the Facebook page:

Management Committee Chair:

**Nikola Bishop**

Pre-School Senior Leader:

**Vicky Puddle**

- When using Facebook as a communication tool with the masses, the page should be set up as a “fan” page.
- It should be set up to enable the Manager to receive email notifications of any comments posted by page users, so that they can monitor the online activity and quickly remove any comments if it was felt necessary.
- Security settings will be implemented to prevent users from being able to post any content directly to the page ‘wall,’ but they are able to comment on content posted by the page administrators
- The personal security for the individual establishing the page should be set so they cannot view personal. For example: set all security “for friends only”
- The Administrators of the page are responsible for monitoring content on the page and deleting any posts that violate the rules of engagement.
- Only photographs of those children with parental permission will be used on the Pre-School Facebook page.

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### **Rules of Engagement**

The goal of using Facebook by Nomansland Pre-School is to share important information with our parents and community by engage in an open and respectful dialogue. To help us accomplish this goal we ask that you abide by the following.

#### **Guidelines:**

- Open conversation not personal issues. This page is not intended to circumvent regular communication channels for sharing personal issues and concerns.
- Comments regarding a personal issue with the Pre-School will be removed.
- Be respectful; Personal attacks or comments that are deemed offensive to any member of our team will not be tolerated. Inappropriate remarks and profanity will be removed.
- Have a question for a specific employee? Contact them privately. Fans should not expect responses to every question or comment posted on this page.
- Be aware of the mission; please be certain that your comments are appropriate for an educational environment and fans of all ages.
- Be factual. Blatantly inaccurate information will not be allowed. False information will be removed and factual information will be posted.
- Employees of the Pre-School may have personal Facebook pages. Don't be surprised or offended if your request to "friend" them is ignored. We encourage staff to keep their personal lives personal.
- Abuse of the above guidelines can lead to removal of a specific posting or the blocking/removal from our fan page.

### **Mobile Technologies**

Staff phones must be left in the staff cupboard at all time. Staff are permitted to use their mobile phones during their lunch periods, but the taking of photographs on mobile phones is strictly prohibited anywhere in the Pre-school site.

The Pre-school laptop remains the property of the Pre-school and must be returned if a member of staff leaves the Pre-school or as required.

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

### **Parents and E-Safety**

Parents' attention will be drawn to the Pre-school E-Safety Policy.

### **Handling complaints**

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

***This policy was originally adopted at a meeting of Nomansland Pre-school***

***Held on 16 January 2012***

***Last review/update approved January 2019***

***Date to be reviewed January 2020***

***Signed on behalf of the management committee***



***Name of signatory Nikola Bishop***

***Role of signatory Chair***