



e-Safety Policy

This e-Safety Policy sets out to provide safe use of the Internet, mobile phones, digital cameras and other electronic communications technologies, both in and out of Marsh Green Pre-school. It includes education for all members of the pre-school community on risks and responsibilities and is part of the 'duty of care' which applies to everyone working with children.

Breaches of an e-Safety Policy can and have led to civil, disciplinary and criminal action being taken against staff, pupils and members of the wider pre-school community. It is crucial that all staff are aware of the offline consequences that online actions can have.

Internet:

- The Internet is a part of everyday life for education, business and social interaction.
- Children may use the Internet widely outside pre-school and need to be protected by parents and carers for their own safety and security.
- Children at Marsh Green Pre-school will not have access to the Internet unattended.
- Virus protection will be updated regularly.

Emails:

- Staff will only use official school provided email accounts to communicate with parents/carers.
- Confidential emails will be sent via an egress account.

Website:

- The contact details on the website should be the school address, email and telephone number. Staff or children's personal information must not be published.
- Images or videos that include children will be selected carefully and will not provide material that could be reused.
- Children's full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images/videos of pupils are electronically published.

Mobile phones:

- The mobile phone belonging to pre-school is easily accessible to all members of staff and is a means of contact between the setting and parents and carers only. This mobile device can also be used to upload photos of children with permission, to the closed Marsh Green Pre-school page.
- Personal mobile phones and other personal devices remain in the kitchen in a box and are not carried on the person.
- Personal mobile phones will never be used to take photographs of the children or the setting.
- Staff are permitted to use their phones with agreement from the Manager.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the pre-school community and any breaches will be dealt with as part of the pre-school discipline/behaviour policy.

Digital cameras/video cameras:

- Under the Data Protection Act 1998 an image of a child is considered to be personal data and so written consent is obtained from the parent or carer for any photographs or video recordings taken within the setting.

- Photos taken on the digital camera will only be shared between staff and parents/carers and will be displayed on the digital photo frame for parents and carers to view. These will be changed regularly.
- Photos are stored on the laptop which is password protected. Photos will be printed off within the pre-school using our laptop and printer to share with parents in their children's folders.
- Parents are permitted to take photographs and videos for personal use only and Marsh Green Pre-School will make it clear from the start that any images taken must be for private use only and ask for them not to be put online otherwise Data Protection legislation may be contravened. The setting will provide written guidance to parents beforehand (e.g. as part of information given to parents when new children join the setting) as well as making an announcement at the start of the event.
- The right to refuse parents and carers the opportunity to take photographs and make videos is however to be reserved on health and safety grounds. This right could be implemented should it be deemed appropriate. For example, if an excessive use of flashlights and/or bulky and noisy equipment are to be considered a potential health and safety risk.
- Children using the child's digital camera/video camera will be supervised the members of staff.

Social media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users and children as friends and are advised not to accept parents as friends due to it being a breach of expected professional conduct.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.
- The Marsh Green Pre-school Facebook page is a closed group for parents/main carers and staff only. New members will need to be accepted by a member of staff to ensure it is kept a safe, secure space. Photos will only be shared of children who we have written consent from their parents/carers. As children leave the pre-school, parents/carers will be removed from the group.

Others:

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in pre-school is allowed.

Cyberbullying:

- Cyberbullying (along with all other forms of bullying) of any member of the pre-school community will not be tolerated. Full details are set out in the pre-school's policy on anti-bullying and behaviour.
- There are clear procedures in place to support anyone in the pre-school community affected by cyberbullying.
- All incidents of cyberbullying reported to the pre-school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of cyberbullying.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children Policy and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

Complaints:

- Complaints about Internet misuse will be dealt with under the pre-school's complaints procedure.
- Any complaint about staff misuse of the Internet will be referred to the Manager.
- All e-Safety complaints and incidents will be recorded by the pre-school, including any actions taken.

Data protection:

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Parents:

- Parents' attention will be drawn to the school e-Safety Policy in newsletters and on the pre-school website.

Appointed e-safety Co-ordinator is Julie Partridge.

The e-safety Policy and its and its implementation will be reviewed annually.

This policy was adopted at a meeting of

Marsh Green Pre-school CIO

Held on (date)

Signed:

(Manager)

Signed:

(Chairperson)
