

E-Safety Policy - Policy 13b

Date updated: February 2019

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Section 1:

What is the general information about this Policy?

What is the Policy statement?

Children First has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times alongside our Safeguarding Policy and encompasses all electronic communications, the safe use of mobile phones and cameras. This policy has been written to ensure all children at this nursery have a safe ICT learning environment and all parents are supported in making safe choices for their children's future.

What other Policies may be relevant?

These are:

- Staff Policy – Policy 1
- Care Learning and Play – Policy 2
- Parent Partnership Policy – Policy 12
- Safeguarding Children - Policy 13
- Whistle Blowing Policy – Policy 13b
- Data Protection Policy - Policy 14

Section 2:

What are the aims, responsibilities and remit of this Policy?

What is the aim of the policy?

The aim of this policy is to ensure the safe use of technology to enhance the children's learning and overall work of the Preschool. This policy will also educate nursery staff on safe and appropriate conduct within the use of all ICT devices, and enable staff to work with parents with this common safeguarding goal.

The appointed E-Safety Coordinator is: Sarah Barrett

What is the staff responsibility for this policy?

The Nursery Managers and Senior Management Team have responsibility for implementing this policy. All staff have a duty to implement this policy, and The Company Director oversees any issues.

Who does this policy apply to?

This policy applies to all members of the nursery community; staff, students, Early Years professionals, and

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parents.

Who is responsible for monitoring this policy?

The Nursery Managers and Senior Management Team are responsible for monitoring this policy. The senior member of staff on duty is responsible for the policy implementation. The Company Director oversees monitoring of this policy.

What is the procedure for policy review?

This policy will be reviewed periodically. Reviews may be required as a result of research, training, statutory changes in child care, the children's needs, parental consultation, police advice or suggestions from courses attended by staff. The Company Director and the Nursery Managers are responsible for policy review.

What do we do if the law changes in any area?

The company refers to the Federation of Small Businesses (FSB) on all cases relating to staff conduct, employment law or rights, staff expectations, and any other similar queries. The nursery will follow all legal requirements at all times. It is the Nursery Manager's responsibility to ensure the correct action is discussed with the Company Director and then implemented accordingly.

Section 3:

What are the Procedures?

What procedures are in place?

Children's computers and iPads will not be connected to the nursery Wi-Fi unless supervised by a team member. Internet access is available on the office computer which is protected via a password when not in use by any of the senior team and also the keyworkers EYLOGS. In addition, internet use of the nursery iPads will be disabled ensuring local unlocked Wi-Fi networks are not accessed at any time.

What is the EYLOG system?

The EYLOG system support the professional work of the staff, to allow effective planning, observation and children's tracking. Each child will have a comprehensive EYFS profile which will allow both parents and keyworker to add information via a secure link protected by a password which is unique to each practitioner, not shared with any other professionals except the setting manager.

Section 4:

What has to be done about mobile technologies?

What is classed as mobile technologies?

Personal mobile phones, staff mobile phones, laptops, iPods, iPads Eylog tablets and other mobile technologies are all classed as mobile technologies.

Where are mobile technologies stored?

There is a mobile phone safe located in each Nursery. Each person who enters the building for a period of time must put their phone in this locker. There is a signing in and out sheet located with these lockers to ensure all staff and visitors phones are signed in and out correctly. Laptops, Pods, iPads, Eylog tablets must be kept in the locked filing cabinets or safes which are site specific. Staff and visitors may access their mobile technologies during their breaks within the office, staff room or outside the Nursery premises. Visitors must hand their phones into the office.

What about Nursery mobile phones?

Nursery mobile phones are only used on outings and trips. These are simple pay as you go phones with no internet or cameras on them. They are stored in a locked filing cabinet within the office and are given to the most senior members of staff when going out on an outing. The Nursery Director and Senior Nursery Managers all have work mobile phones which are allowed to be used in the office. These must be left in the Nursery Office.

Section 5:

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How are cameras and the cameras on the Eylog used?

The Nursery cameras are used for recording children's activities and achievements. The cameras will be used in the nursery rooms, garden areas and on outings with the children. Photographs will be used for the children's development profiles displays, newsletters and advertising after obtaining written parental permission via each child's enrolment form prior to a child starting at the setting. Children's names will not be used for advertising purposes. All images are uploaded onto the office computer each evening and deleted off the cameras, images are stored for one year on the nursery computers. Staff must not use any other digital device to take photos in the setting, other than what is provided by the Nursery. Videos and images are recorded on the Eylog tablets. Children also use cameras to explore technology.

Where are camera and Eylog tablets stored?

The cameras and Eylog tablets are stored in the locked office filing cabinet each evening, or in safes in the Nursery. This is site specific.

What about special events?

Photographs and, or recordings taken by Parents at nursery events such as the Graduation Evening and Christmas concerts must be for personal use only and must not be uploaded to social networking sites if the image or recording contains children other than their own. Parents sign consent for photos understanding that their child may appear in another's profile, but not as the main subject. These images must not be posted on any form of social media.

Section 6:

What about the Nursery website, blogs and social media?

What is the nursery website?

Our nursery website is www.children-first.info

How do we gain permission to put information on the website, blogs, social media ?

Website photographs that include children will be selected carefully and children's 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, blogs and social media is gained when each child starts at the Nursery. Parents and carers wishes are followed at all times. Social media and blogs can be viewed only by people we have agreed can access them.

Section 7:

How are Nursery computers used?

Who can use the Nursery computer and internet?

Only senior staff are permitted to use the Nursery office computer at any time and emails are only accessible to the Senior staff. The Computer is used for nursery business only and never for personal use. Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is strictly forbidden and will be reported to the respective authorities should the situation ever arise and appropriate disciplinary action will be considered. Copyright of material from the internet must be respected. Nursery has laptops for training and creating pro-forma or shared documents such as 'The Weekly Catch Up.'

How are emails managed?

Children must not have access to email. Senior CF Suitable People have access to the Nursery e-mails on the office computer. This address will not be used for personal e-mail and will always contain the company disclaimer in the signature. At times a member of the senior team may email a parent their child's photo upon request either to ease a settling parents anxiety or on special occasions. Senior Managers have a confidential email account which only they can access.

Do children have access to computers at Nursery?

The older children enjoy learning new skills and acquiring knowledge on the computers in the rooms. These are closely supervised and the amount of time for each child is limited each day.

Section 8 :

What training do staff receive?

How do we ensure that the children benefit from use of IT.

It is important that all staff feel confident to use new technologies in teaching. Staff are given the opportunity to discuss the issues and develop appropriate teaching strategies. In house training will be conducted when required in addition to induction training of new staff to inform staff of the rules surrounding information systems misuse and how to get the best out of the Eylog. If a member of staff is concerned about any aspect of ICT use in the Nursery, they should discuss this with their line manager as soon as possible.

How will we train staff, parents and children to stay safe online?

All practitioners will be required to complete online e-safety training within their induction program when starting at the setting. This will be accessed from the 'NDNA' website and logged within their induction sign off. Parents can be directed to numerous e-safety websites which will provide them with information and resources to support their e-safety awareness. Key Workers will access the dedicated 'NDNA' resources to provide a learning curriculum for the Preschool children in the setting. Regular activities will promote understanding and education of how children can keep themselves safe online. As children access more IT, discussions about staying safe on line will be a part of circle time with their Key Workers.

Section 9:

How are E-Safety Complaints handled?

Complaints of e-safety misuse will be dealt with by the Director and Manager. Any complaints about the staff or parents must be reported to the Director or Manager. The Nursery complaint procedure will be followed in the event of any case of misuse that arise.