E-Safety Policy - Policy 13b

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www.children-first.info

Contents:

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

What legislation is relevant?

This legislation is relevant:

- Data Protection Act 2018 UK
- General Data Protection Regulation (Regulation (EU) 2016/679)

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 describes the This Policy describes the rights and responsibilities of staff using resources, such as computers, tablets the internet, landline and mobile telephones, and other electronic equipment. It explains the procedures you are expected to follow and makes clear what is considered acceptable behaviour when

using them. These are vital devises and are a part of our Nursery. They must be used in accordance with our policies in order to protect children, staff and families, These. 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. Staff have the following responsibilities:

Email:
- All staff to use their common sense and good business practice when using email.
- As email is not a totally secure system of communication and can be intercepted by third parties, external email should not normally be used in relation to confidential transactions.
- Emails must not be used to send abusive, offensive, sexist, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which are potentially offensive. Such use may constitute harassment and/or discrimination and may lead to disciplinary action up to and including summary dismissal.
- If you receive unwanted messages of this nature, you should whistle blow immediately to your manager or the senior on duty.

Internet access:
- Staff must not use the internet facilities to visit, bookmark, download material from or upload material to inappropriate, obscene, pornographic or otherwise offensive websites.
- Such use constitutes misconduct and will lead to disciplinary action up to and including summary dismissal in serious cases.
- Each employee has a responsibility to report any misuse of the internet or email.
- By not reporting such knowledge, the employee will be considered to be collaborating in the misuse.
- Each employee can be assured of confidentiality when reporting misuse.

Personal use of the internet, email and telephones:
- Any use of our electronic communication systems (including email, internet and telephones) for purposes other than the duties of your employment is not permitted.
- Emergency personal calls need to be authorised by the manager and where possible, be made on your own personal mobile phone outside the nursery.
- Disciplinary action will be taken where: the privilege of using our equipment is abused; or unauthorised time is spent on personal communications during working hours.

Data protection:
- When using any of our systems employees must adhere to the requirements of the General Data Protection Regulation 2018 (GDPR).
- For more information see our Data Protection and Confidentiality Policy.

Downloading or installing software:
- Employees may not install any software that has not been cleared for use by the manager onto our computers or systems.
- Such action may lead to disciplinary action up to and including summary dismissal in serious cases.

Using removable devices:
- Before using any removable storage media which has been used on hardware not owned by us (e.g. USB pen drive, CDROM etc.) the contents of the storage device must be virus checked.

Personal devices:
- All staff have a duty to implement this policy, and the Nursery Director oversees any issues.

Nursery devices:
- Removable devices must not be taken home unless under exceptional circumstances and authorised do so by the Nursery Manager, with prior email permission and a risk assessment in place. The Nursery Coordinator and the Company Sendco and senior Manager have a dedicated laptop which is subject to a high level of security.

If a member of staff is concerned about any aspect of ICT use in the Nursery by a team member, they must whistle blow this with their line manager immediately and a report must be made to the Nursery Director.

Who does this policy apply to?
This policy applies to all members of the nursery community, staff, students, Early Years professionals, and 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 all cases relating to staff conduct, employment law or rights, staff expectations, and any other similar queries to Markel Law and the NDNA for advice. 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?
The procedures are based on the devices used in Nursery and the available technology staff have for professional use. Personal devices are also relevant.

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 Famly App system?
The Famly App system supports 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. Famly also supports parent partnership when parents upload images and videos.

Section 4
What has to be done about mobile technologies?
What is classed as mobile technologies?
Personal mobile phones, staff mobile phones, laptops, smart watches, iPads Eylog tablets and other mobile devises are all classed as mobile devises.

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. These are all monitored by CCTV. 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, Eylog tablets and iPads, 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 a 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
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 from the cameras. 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 cameras, and Famly tablets stored?
The cameras and Famly tablets are stored in the locked office filing cabinet each evening, or in small 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 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 and 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 by parents and are in the public domain.

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. There is a confidential managers box for sensitive and confidential emails. Managers sign out of these when they are not working on them. 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. 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 parent's 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?
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. We have educational table sized computers in our Pre-School rooms which are used for educational purposes with activities we have uploaded. These can also be used for in the moment learning.

Section 8
What training do staff receive and how do children benefit from technology?
Training is ongoing and includes a variety of devices depending on what is needed for the smooth and effective running of the Nursery. Children benefit from using IT and from staff promoting some types of technology and using technology for children's records and parent partnership contact.

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.

How will we train staff and children to stay safe online and support parents with on line safety for their children?
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?
This will be dependent on the type of complaints or misuse and are dealt with in the policies indicated above in Section 1.

What happens if there is misuse, or a complaint related to E-Safety?
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. Staff Policy coves further requirements of staff and potential disciplinary action that mat be taken in cases of misuse.