

# E-safety Policy



The Children's Respite Trust accepts that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However, we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

## Use of the internet at the Trust

The staff are permitted to use the internet on the Trust's computer providing it is for the educational benefit of the children during the sessions. This may be for gathering information, images or to use an age-appropriate learning programme or video footage for the children.

Staff may access the internet for personal use via their personal smartphones in their own time and only during their staff breaks.

Use of e-mail can be used by staff for work purposes from the Trust's computer but only sent through the Trust's own e-mail account. Where a member of staff wishes to send information via the Trust's e-mail account they must obtain strict permission from the manager. E-mailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the

Manager and be completed through an encrypted email. Staff are asked not to contact parents from their personal e-mail accounts nor give out their personal e-mail addresses.

## Use of photography

- The use of photographs
- Publishing children's Images and Work

**On a child's entry to the Trust, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:**

- For display in setting and the building
- For the Under 5's Provision prospectus and other printed publications or displays that the Trust may produce for promotional purposes beyond the Trust building.
- For the Trust's website
- For the Trust's Facebook page and other social media
- For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- For use in sharing at training events or for staff member's continued education purposes, e.g. sharing with the local authority.

This consent form will be given out on **family** for parents/carers to sign when a child starts with the Trust. If consent is not given the Trust will not use any photograph of your child. We will keep a list of children for whom permission has been granted and not been granted and all staff will be provided with this information.

# E-safety Policy



Parents or carers may withdraw permission, in writing, at any time. Childs' names will not be published alongside their image and vice versa. If we use an individual image of a child, then we will not use the name of that child in any accompanying text. If we name a child we will ask parents/carers for consent or no photograph will accompany the article.

We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website without permission. We may include pictures of children or the staff member that has been drawn by other children. We may include pictures of children or staff members that have been drawn by pupils. Where newspapers insist on using the full names of pupils with photographs, as long as the Trust has secured parental consent and parents know that their child will be named in the newspaper, and on the newspaper website, then we will have met our safeguarding obligations. If anyone has any concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission.

To safeguard your children all photographs are taken only on the Trust's camera or work mobile and not individual's personal cameras or mobile phones, unless permission has been granted. Photographs are then stored on the Trust's online secure storage.

## Parents taking pictures

We will make the request of visitors that they take no unauthorised photographs of their own, or other children at the Trust. Any children wishing to use photographs for their study purposes will be asked to gain permission of the parents beforehand.

We appreciate that many parents will want to record their children at special events, for example, the nativity plays or events. However, with respect to other family's privacy we ask them to agree to only publishing pictures or video footage of their own children on social media sites.

Any reports of parents not complying with this request will be dealt with by the **Head of Care** or **US's Manager**.

## Mobile phones, smart watches and devices with cameras

Staff will be asked to leave all their mobile phones and devices in a safe storage place during sessions. Phones are then available for others to contact staff in emergencies but not available for the staff's own use whilst working directly with children/young people. If a member of staff

needs to use a phone they may use the Trust's own phone, or their own whilst on a break away from the children/young people.

Smart watches are to be disabled during sessions with the children.

When we go off premises for an outings or visits, phones may be locked in the filing cabinet. Two phones should be taken on off site visits to ensure reception can always be had. The policy of phone use applies whilst on off site visits.

# E-safety Policy



Only in exceptional circumstances may a staff members phone be used for photographic purposes (for example in absence of a camera). Where possible this will be the Head of Cares, **U5's Manager's** or **Deputy U5's** phone. Any images captured on phones will be immediately transferred to the Trust's computer and deleted from the mobile device.

## Visitors

Visitors will be asked to turn off their phones and to **not** get them out if they will be coming into contact with the children/young people. If visitors are accessing other parts of the setting, we ask that their phones are turned off and kept away either in their bag or pocket. If a visitor refuses this, they will not be granted access into the setting.

## Storage of Images

Images/ films of children are stored on the Trust's computer. Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the **CEO** or **Head of Care**. Rights of access to this material are restricted to the Trust's staff. **ON** a regular basis the **U5's Manager** or **Deputy U5's Manager** will delete images when they are no longer required, and when the children have left the Centre.

## Social Media

The Children's Respite Trust may not accept friend requests from parents on social media sites. This policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

- When using social media sites, no reference should be given to specific children or parents by name.
- No pictures taken on the Trust's setting should be published on personal social media pages.
- Under no circumstances should friend requests be accepted from children under the age of 19 or parents.
- Staff may access their own social media pages from their own phones but only during their agreed breaks.
- Do not make disparaging remarks about your employer/colleagues on social media. This is deemed as bullying and/or harassment and will lead to a disciplinary and/or dismissal.

Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online, you should contact them and the site to have the material removed.

## E-safety Policy



Parents may access your profile and if they find the information and/or images it contains offensive, complain to your employer. If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact your manager immediately.

It is not advisable to publish your date of birth or home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access your bank or credit card account. Stop the network provider from passing your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click "Privacy Settings". Under "Applications and websites" click "edit your settings". Scroll down to "instant personalisation" and make sure the checkbox for "enable instant personalisation on partner websites" is unchecked.

Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

### Acceptable use policy

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to **Gavin Fisher (E safety lead)**.

- Staff will comply with The Children's Respite Trust e-safety policy
- I understand that using the setting's ICT system for a purpose not permitted by the Trust may result in disciplinary or criminal procedures.
- Staff will comply with the ICT system and not disclose any passwords provided to me by the manager.
- Staff will only use the setting's e-mail/ internet for professional purposes.
- Staff will not use the setting's ICT system to access personal e-mails unless the line manager agrees.
- Staff will not install any hardware or software without the permission of Gavin Fisher.
- Staff will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Staff will only take, store and use images of children, young people or staff for professional purposes in line with the setting's 'use of photographs' policy and with consent of the parent, carer or staff member. Staff will not distribute images outside of the setting without the permission of the parent/ carer, member of staff or manager.
- Staff will make sure that online activity both inside and outside the setting will not bring their professional role and the setting's reputation into disrepute.
- Staff will support the setting's e-safety policy and help children to be safe and responsible for their use of ICT and related technologies.

## E-safety Policy

- Staff will report any incidents of concern regarding children's safety to the e – safety lead, the Child Protection Liaison Officer or the Manager.
- I understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.

### Children's access to the internet

- Children never have unsupervised access to the internet.
- The **U5's Manager** and **Head of Care** ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content. Unless parents/carers have given permission in writing.
- Children are taught the following stay safe principles in an age-appropriate way:
  - only go online with a grown-up
  - be kind online **and** keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown-up if something makes me unhappy on the internet
- Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, and not keeping secrets as part of social and emotional development in age-appropriate ways.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).
- Developing an online safety agreement for use with young people and their parents or carers
- Children and Young People may use their personal devices and/or mobile phones providing that the acceptable use agreement has been signed by the child/young person and parents/carers.

The **U5's Manager** and **Head of Care** ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

We require all members of our sibling's group to sign an **Acceptable Use Policy** before bringing their phones into the centre for their sessions

# E-safety Policy



## Cyber Bullying

If staff become aware that a child is a victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

### Contact Number:

**NSPCC Helpline:** 0808 800 5000 or <https://learning.nspcc.org.uk/online-safety/online-safety-for-schools>

Referrals into Early Help and Social Care:

### Single Point of Advice (SPOA)

Monday to Thursday: 8.30am to 5pm

Friday: 8.30am to 4.30pm - 01323 464222

[0-19.SPoA@eastsussex.gov.uk](mailto:0-19.SPoA@eastsussex.gov.uk)

**Emergency Duty Service** – after hours, weekends and public holidays

01273 335906 or 01273 335905

Make a referral via the Portal:

<https://earlyhelp.eastsussex.gov.uk/web/portal/pages/home>

Or download a from:

<https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/spoa/>

### Police:

**Hate crime** - 999 or <https://www.sussex.police.uk/advice/advice-and-information/hco/hate-crime/>

### Other help

- special educational need and disability
  - website: [Amaze SENDIASS East Sussex](#)
  - telephone: 01273 772 289
- disability bullying
  - website: [Anti-bullying alliance](#)

## E-safety Policy



- Kidscape provides top tips for dealing with bullying. It has advice for parents and children (in English and 13 other languages)
  - website: [Kidscape](#)
- Bullying UK
  - website: [BullyingUK family lives](#)
  - telephone: 0808 800 2222

This policy was adopted by: Michelle Hulse	Date: 19/01/2026
To be reviewed: January 2027	Signed: 