

E-safety

Online Safety

It is important that adults, children and young people attending our setting receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks; the issues are:

Content – being exposed to illegal, inappropriate or harmful material

Contact – being subjected to harmful online interaction with other users

Conduct – personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment and Internet Access

- The manager at our setting ensures that all computers/laptops have up-to-date virus protection installed.
- In our setting children do not access the internet without full supervision of an adult.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are only accessed by an adult and will be shared with children under full supervision when the content is felt to be beneficial in supporting the children's learning.
- Staff report any suspicious or offensive material that they see when using any device in the setting, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.

Personal mobile phones – staff and visitors (includes internet enabled devices)

- Personal mobile phones of staff are kept in the office and can be accessed periodically in the office to check for important messages/calls etc. Calls can be made in the office if deemed important to do so at the discretion on the manager.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Whilst the preschool mobile phone is taken on outings, at least one other staff members phone will be taken as back up.
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day.
- Phones in this instance still should be stored away from any areas that children access.

Staff use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure Addingham Pre School is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting

- are aware that images, such as those on snapchat may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- should not accept friend requests from parent or carers unless they knew them before their child commenced with us.
- report any concerns or breaches to the designated safeguarding lead in our setting

Cameras and videos

- Members of staff do not bring their own cameras or video recorders to the setting.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting.
- Photos will be taken on the preschool mobile phone each week of the children participating in activities. These pictures along with a “write up” of our learning that week will be posted on the closed group Parent & Carers facebook page for parents to look at.
- Only photos of children where we have gained parental consent to do so, will be posted.
- Separate permissions are also gained to use photos on our public facebook page and any other site/place where they may be used. This

also includes our website, newspapers and any other publicly opportunities.

- Camera and video use are monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents/carers for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children unless permission is obtained from the others child's parent.

Smart Phones

- Staff will be asked to disable any camera functions whilst in our setting.
- Visitors to the setting including parents who are at the setting, other than dropping off/picking up, will also be informed of disabling the camera function on any smart watches at the times of signing the visitor's book.

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague at Addingham Preschool is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure for Allegations against staff, volunteers or agency staff.

Cyber Bullying

If staff become aware that a child is the 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 or ChildLine Tel: 0800 1111 www.childline.org.uk

This policy was adopted at a committee meeting of Addingham Pre School	Date
Signed on behalf of the committee	
Name and role of signatory	