



## **E-Safety Policy**

Our aim is to provide the children with access to all aspects of learning and as such this will involve the use of computers and other electronic devices, however we recognise that this needs to be done in a safe environment, in order to ensure this we will implement the following procedures.

### **Internet Use**

The internet can be accessed for matters such as finding resources with the Manager's permission during working hours. It must not be used for personal use.

Staff must be aware of viruses which may be present in some websites and emails. Whilst using the settings internet facilities staff must not open any emails from names that are not recognized to protect the settings computer from viruses. Only the manager, chairperson, secretary, treasurer, enrolments officer, or grants officer may access the email account.

It is important that staff are extremely careful about the content that they search for or download because every page that has been viewed on the internet can be traced back to the setting's computer. This means that it is possible to tell if the computer has been used to access inappropriate material.

Children may access the internet if appropriate but only with staff supervision.

Any information regarding the setting must be sent/received via the settings own email account and not from personal accounts. This responsibility lies solely with the manager, chairperson, secretary and treasurer, and all emails must be left on the account until they are advised they can be deleted by the manager.

### **Photographs and Videos**

It has become commonplace for pre-schools to take photographs of children while in their care for an event or for their learning journals or for publication. The setting ensures that the following procedures are in place.

Photographs/videos of children for use in documenting learning will only be taken using the settings camera and ipad..

Written parental permission will be sought to take photographs of children, if this is not given

that particular child will not be photographed.

Photographs/videos will never be uploaded to the internet without prior parental / carer consent.

Photographs/videos will only be saved in the key worker's file.

Once photos have been incorporated into a child's Learning Journeys they will be deleted.

Any negatives for photographs taken in the setting will be destroyed.

All remaining photographs or videos will be deleted as soon as a child leaves the setting unless the parent/carer consents to the use following graduation.

### **Use of Social Networking Sites**

Staff must be aware of their responsibilities to the setting when using social networking sites such as Facebook.

This policy must be adhered to all times even outside of working hours.

We feel it is important to maintain the status of a professional childcare worker and we would urge staff to consider carefully whether it is appropriate to foster online friendships with parents.

If staff do choose to communicate with parents on Facebook we strongly advise that staff do not post comments concerning children, parents or staff.

Any comments which could prove offensive to any other parent or staff member or damage the setting's reputation may result in disciplinary action.

This document is to be used in conjunction with the social media policy.

### **Use of Mobile Phones**

We believe that staff/volunteers should be completely focused on the children during working hours so we ask that staff adhere to the following procedures. Failure to abide by these may result in disciplinary action.

Mobile phones should be switched off and must be kept in the appropriate labelled basket in the staff area during working hours.

Staff may access text messages or make personal phone calls during official break times but not in front of the children.

Mobile phones must not be used to take any photographs/videos of children. This includes both the setting's and personal phones.

Staff should give out either the landline or mobile phone number of the setting for emergency use 01477 534304.

Staff are advised not to give out their personal mobile numbers to parents.

**Date of policy approval**                      **Sept 2019**

**Date of policy review**                      **Sept 2020**