E-Safety Policy

Statement of intent

At the pre-school we believe that children flourish best when they are offered opportunity to experience using different forms of media and technology which is aimed at their own personal developmental ability. We ensure that access to this technology is safe and protected. We ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

Aim

We aim to teach children to use technology in a safe manner. We ensure the programmes that the children have access to are suitable for their development level and that we support their learning in this area.

This policy is drawn up to protect all parties – the children, the staff and the pre-school and aims to provide clear advice and guidance on how to minimise risks and how to deal with infringements.

Writing and Guidance

This e-Safety policy has been written by the pre-school, building on guidance from the government and Becta. It has been agreed by the senior management team and the trustees. It will be reviewed regularly.
We will appoint an e-Safety coordinator. This is the designated Safeguarding Coordinator as it is considered that the roles overlap. This is not a technical role.

The E-Safety coordinator is Michelle Wisbey, Preschool Director

Context

The internet, digital communication and digital technology are an essential element in 21st century life for education, business and social interaction. As a pre-school we have a duty to provide developmentally appropriate experience ICT in its various forms to build a foundation on which children can develop their knowledge with internet, e-mail and computer use when they move into primary school.

The Green Paper Every Child Matter and the provisions of the Children Act 2004, Working together to Safeguard Children sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcomes include aims that children and young people are:

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination
- Safe from crime and anti-social behaviour in and out of school
- Secure, stable and cared for.

Much of these aims apply equally to the virtual world that children and young people encounter whenever they use ICT in its various forms.

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It is the duty of the pre-school to ensure that every child in their care is safe, and the same principles should apply to the virtual or digital world.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate an effective use both in and outside of the classroom. DfES, eStrategy 2005

Children, the internet and enhancing learning

If the children have access to the internet it will be designed expressly for their use and will include filtering appropriate for their age.

The children will be given clear objectives for internet use set as age appropriate.

Children will be closely monitored when using the computer and the internet at all times, by supervising adults.

The children will be limited on the amount of time they spend accessing the computer.

Evaluating internet content

The pre-school will ensure that the use of internet derived tools and programmes by staff and the child complies with copyright law.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully so that individual children cannot be identified or their image mis-used. Where possible we will use group photos rather than full face photos of individual children.

Pupils full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.

Written permission from parents or carers' will be obtained via a data protection form, before photographs of children are published on school Web site or used in school promotional material.

Work produced by the children will only be published with permission of the child and parent/carers'.

Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included. (found on enrolment forms)

Photographs and recordings of children are only taken if there is written permission to do so (found on enrolment forms).

Managing emerging technologies

- The use of personal mobile phones in the classroom by staff, parents and carers' is forbidden to ensure the safety of the children. This includes smart watches which must not be Bluetooth activated at the setting.

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- ***Personal mobile phones can be used in the office in cases of emergency.***

- Staff are reminded that they can give out the setting telephone number if they need to receive and urgent personal phone call.

- The Preschool currently uses **Ipads** for observational record keeping. All ipads contain cameras which can take both still and video images. The cameras are for the sole purpose of providing photographic evidence for each child's developmental records.

- Preschool **I pad** camera(s): this is used by individual staff to evidence children's learning. It is the responsibility of the preschool manager to ensure its safe use. Photographs from this camera are used on our record keeping system and occasionally on the website. The memory storage on the camera roll will be cleared on a regular basis.

- Staff personal ipad's: should be solely used for the purpose of recording children's development for our online record keeping system. Any pictures that are taken during the working day should be cleared before leaving the setting. The Preschool Manager or Director reserves the right to check the content of the camera roll.

- Children's camera: this is for use by the children to record their favourite work, their friends and their learning journey. These photographs are used to evidence children's achievements and ability in the use of ICT.

- Video camera: footage the children take is shared with the children to increase their confidence with the use of ICT.

- Hand held games technology is forbidden to be brought into the pre-school by the children.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and children instant use of images that they have recorded themselves or downloaded from the internet.

However, staff and children need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

- When using digital images, staff will ensure that they help the children to understand about the risks associated with the taking, using, sharing, publication and distribution of images.

- Staff and children are allowed to take digital/video images to support educational aims, but must follow school regulations concerning the sharing, distribution and publication of those images. Those images should only be taken on school

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equipment. If in special situations staff cameras are used, please ensure that a school memory card is used.

- Care should be taken when taking digital/video images that children are appropriately dressed.

- Videos published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.

- Children's full names will not be used anywhere on a website or blog, particularly in association with photographs and videos.

- Care is taken not to include photographs and videos of those children whose parents and carers have requested that their child's image should not be used for advertising or displays.

- Staff will remove photos from the school ipads regularly.

Protecting personal data

Personal data will be recorded, processed and made available in accordance to the Data Protection Act 1998

Children's academic records are kept on a registered laptop, as required by the Data Protection Act 1998. The lap top is protected by encryption when possible. Academic records are kept using a registered programme 'Keep Track'. Only authorised staff has access to this laptop.

Authorisation

All staff will be required to read and sign the 'Staff Code of Conduct for ICT and Social Networking before using any school ICT resource

Assessing Risk

The pre-school will take reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The pre-school cannot accept liability for material accessed, or any consequences of Internet access.

The pre-school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate and effective.

Handling e-Safety complaints

- Complaints of ICT misuse will be dealt with by the e-Safety Co-ordinator.
- Any complaint about staff mis-use will be referred to the principal.

- Staff are given information about infringements in use and possible sanctions.

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Staff and the e-Safety policy

All staff will be given the School e-Safety Policy and its importance explained.

Staff will always use a child friendly safe search engine when accessing the web with the children.

Staff use of the online record keeping system will be monitored on a regular basis by the pre-school manager and regularly reviewed by the e-Safety coordinator, Michelle Wisbey

Parents' and carers'' support

Parents' and carers'' attention will be drawn to the pre-school e-Safety Policy in newsletters, the pre-school information pack and the pre-school web site.

The following procedures and documentation in relation to this policy are:

Preschool Policies
- Child Protection
- Data Protection
- Staff Code of Conduct

The legal framework for this work is:

Primary legislation
The Children Act 1989 - s 47
The Protection of Children Act 1999
Data Protection Act 1998
The Children Act 2004, 2006 (Every Child Matters)
Safeguarding Vulnerable Groups Act 2006
The Children (NI) Order
The Children (Scotland) Order

Secondary Legislation
Sexual Offences Act (2003)
Criminal Justice and Court Services Act (2000)
Human Rights Act (1999)
Race Relations (Amendment) Act (2000)
Race Relations (Amendment) Act (1976) Regulations
Rehabilitation of Offenders Act 1974
Protection of Freedoms Act 2012

Prevent Duty 2015

Working Together to Safeguard Children (revised 2006, 2012, 2015, 2018)

Keeping children safe in Education 2015

What to do if you are worried about a child (ESCB)

The Framework for the Assessment of children in Need and Their Families (2000)

The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)

Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)

Independent Safeguarding Authority: www.isa.homeoffice.gov.uk

Statutory Framework for the Early Years Foundation Stage 2017

https://www.gov.uk/government/organisations/disclosure-and-barring-service

http://www.escb.co.uk/

SET Child Protection procedures 2019

Photography and sharing images guidance – NSPCC (2019)

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