**E-Safety Policy**

**Statement of intent**

**E-safety should be embedded across all areas of the organisation and link to existing policies concerning behaviour, child protection, data protection and the staff code of conduct.** Developments in technology have transformed learning in recent years, and early years practitioners should embrace the opportunities offered by advances in information and communications technology (ICT), while ensuring children are safeguarded and protected from potential harm. 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 and that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

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**

* It is reviewed regularly by the Leadership Team
* Each setting has an E-safety Co-ordinator. This will be the Designated Safeguard Lead as it is considered that the roles overlap.

**The Business E-Safety coordinator is Michelle Wisbey, Preschool Director**

*“Adults understand the risks associated with using technology, including social media, of bullying, grooming, exploiting, radicalising or abusing children or learners. They have well-developed strategies in place to keep children and learners safe and to support them to develop their own understanding of these risks and in learning how to keep themselves and others safe. Leaders oversee the safe use of technology when children and learners are in their care and take action immediately if they are concerned about bullying or children’s well-being. Leaders of early years settings implement the required policies with regard to the safe use of mobile phones and cameras in settings.”* Inspecting safeguarding in early years

education and skills settings 2019

**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 onto primary school.

The Every Child Matters ‘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. 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.

**Assessing Risk**

All early years provisions have a duty to ensure that children are protected from potential harm, both within and beyond the learning environment, and therefore it is vital that e-safety is a priority for staff. 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 pre-school computer or device. The pre-school cannot accept liability for material accessed, or any consequences of Internet access.

The pre-school will regularly audit ICT use to establish if the e-Safety policy is continuing to be effective and changes will be implemented where necessary.

The risks that should be recognised include:

* prolonged exposure to online technologies, particularly from an early age
* exposure to illegal, inappropriate or harmful content
* grooming
* cyberbullying
* making, taking and distribution of illegal images and “sexting”
* physical, sexual and emotional abuse
* identity theft
* privacy issues
* addiction to gaming or gambling
* pressure from the media and targeted advertising
* theft and fraud from activities such as phishing
* viruses, malware, etc
* damage to professional online reputation through personal online behaviour.

**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 a device e.g computer, laptop or ipad and the internet at all times, by supervising adults.
* The children will be limited on the amount of time they spend accessing an electronic device.

**Evaluating internet content**

* The pre-school manager will ensure that the use of internet derived tools and programmes by staff and the child is age appropriate and 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 pre-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. (Please see child’s enrolment form)
* Photographs and recordings of children are only taken if there is written permission to do so (Please see child’s enrolment form)

**Managing technology and devices**

* The use of mobile phones in the classroom by staff, parents and carers’ is forbidden to ensure the safety of the children. ***Staff mobile phones can be used in the pre-school office.***
* Staff should **NOT** take photos of children on any personal devices e.g. phone, ipad
* Wearable technology e.g. smart watches. These must **NOT** be Bluetooth activated whilst in working in the setting. This will be reviewed and any staff infringements will lead to wearable technology being banned in the setting.
* The pre-school 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.
* The pre-school ipad camera(s): this is used by individual staff to evidence children’s learning. It is the responsibility of the preschool manager and all staff 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.
* 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 pre-school regulations concerning the sharing, distribution and publication of those images.  **Those images should only be taken on pre-school equipment.**
* Children should be appropriately dressed when taking digital/video images.
* 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 other social media sites, 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 pre-school ipads regularly.

**Protecting personal data**

* Personal data will be recorded, processed and made available in accordance to the General Data Protection Regulation 2018
* Children’s academic records are stored on a secure online learning app inline with, as the General Data Protection Regulation 2018.
* The pre-school computer and ipad is password protected
* Confidential records and Individual children’s education files are password protected and only authorised staff has access to this information.

**Authorisation**

* All staff will be required to adhere to the Staff Code of Conduct Policy. Any infringements of the ICT & Social Media rules are deemed a disciplinary offence.

**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 Michelle Wisbey.
* Staff are given information about infringements in use and sanctions.

**Staff**

* Understand their safeguarding responsibility with regards to E-safety and are clear about how it fits into their role on a day to day basis
* Understand and follow the procedures for reporting and recording online safety concerns, in line with the child protection policy.
* Appropriately supervise children whenever they are using devices
* Check apps, websites and tools prior to using them with children, this should include checking the results of searches
* Use age appropriate apps, websites and online tools with children - there are details of useful websites that will provide links to appropriate content at the end of the document
* Model safe practice when using technology with children
* Ensure data is shared online in accordance with the settings data protection responsibilities
* Staff are trained and provided with regular updates on online safety issues

**Managers**

* They are aware of how and why technology is used within the setting by staff and children. This should include types and number of devices, if they are connected to the internet and if so, how (e.g. Wi-Fi)
* Access to the setting’s network and IT infrastructure is secure, such as use of passwords, screen locks, protected devices if removed from site
* Appropriate filtering and monitoring are in place and the setting has documented how decisions have been made; advice regarding appropriate filtering and monitoring is available from the UK Safer Internet Centre
* Access to setting’s devices is managed and monitored
* Setting’s devices are kept securely and in line with data protection requirements.
* Physical safety of users has been considered e.g. posture of children/staff when using devices.
* Personal data is managed securely online, in accordance with the statutory requirements of the General Data Protection Regulations (GDPR) and Data Protection legislation. This should include considerations given to the use of online learning journals or apps if used by staff.

**Parents and carers**

* Parents’ and carers will be reminded of their responsibilities and the pre-school policy via newsletters, web site and other communications.

**Additional Information and Support**

Many local authorities provide guidance and template policies to support managers and designated safeguarding leads within early years settings.

The following national organisations provide information:

* Childnet: For a range of educational materials and resources for use with children, parents and teachers, including [‘Social networking: a guide for teachers and professionals’](https://www.childnet.com/resources/social-networking-a-guide-for-teachers-and-professionals) and [‘Keeping young children safe online’](https://www.childnet.com/parents-and-carers/hot-topics/keeping-young-children-safe-online/?tempid=1326955)
* [DfE Data Protection Toolkit for Schools](https://www.gov.uk/government/publications/data-protection-toolkit-for-schools): For information on what schools need to do in order to comply with data protection regulations
* [Information Commissioners Office](https://www.ico.org.uk/for-organisations/education/) (ICO): For information around data protection and GDPR
* Internet Matters: For a range of materials for parents and teachers, including for [pre-school](https://www.internetmatters.org/schools-esafety/pre-school/) and [0-5](https://www.internetmatters.org/advice/0-5/)
* NCA-CEOP: Education resources for use with children, parents and professionals and advice on safeguarding children from sexual abuse, including [www.thinkuknow.co.uk](https://www.thinkuknow.co.uk/) and the [CEOP Safety Centre](https://www.ceop.police.uk/Safety-Centre)
* [NSPCC online safety](https://www.nspcc.org.uk/onlinesafety)
* [Parent Zone](https://www.parentzone.org.uk/): For a range of education materials and resources for use with children, parents and teachers
* [Parent Info](https://parentinfo.org/)
* [UK Safer Internet Centre](https://www.saferinternet.org.uk/): For a range of education materials and resources for use with children, parents and [teachers](https://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/professional-reputation), UK SIC helpline for professionals who are working with children and young people

**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

**Guidance**

Prevent Duty 2015

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

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

<https://www.gov.uk/government/publications/education-for-a-connected-world>

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>

Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)

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

Inspecting safeguarding in early years, education and skills settings 2019

Keeping children safe in Education 2015, 2019, 2020

Photography and sharing images guidance – NSPCC (2019)

SET Child Protection procedures 2017

Statutory Framework for the Early Years Foundation Stage 2019

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

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

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

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

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