



Statutory framework requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

E-Safety Internet policy

This policy is to be used in conjunction with our E-Safety acceptable use policy.

The policy applies to all employees, volunteers, students and directors. We ensure that visitors are made aware of the expectation that technologies and the internet are used safely and appropriately.

Policy statement

The internet is a tool for children in our setting to investigate and learn more about the world. We have a duty to ensure that children are protected from potential harm when accessing the internet at pre-school. Every effort will be made to safeguard against all risks and children will never be allowed to access the internet without a member of staff, however it is likely that we will never be able to completely eliminate all risks. Any incidents that do arise will be dealt with quickly and according to policy to ensure that children and staff continue to be protected. The purpose of this policy is to be clear about how we use ICT and the measures we take to be E-Safe.

Who is this policy for?

This policy is for all staff, children, parents/carers, trustees, visitors and contractors accessing the internet or using technological devices on the premises. This includes the use of personal devices by all of the above mentioned groups, such as mobile phones. Mobile phones are the only personal device permitted on the premises without prior agreement from the Early Years Manager or Business Manager. This policy is also applicable where staff or individuals have been provided with devices for use off-site.

E-Safety Lead Responsibilities

The E-safety lead is a member of staff who takes overall responsibility for E-safety

Our E-safety lead is: Debbie Arnett

- Recognises the importance of E-Safety and understand the setting's duty of care for the safety of children and staff.
- Has established and maintains a safe ICT learning environment
- Ensures that all staff when accessing technology with children understand the need to supervise and provide safe internet access. This would normally entail a staff member checking the content before sharing with children.
- This includes supervision of the children when they are on playschool Samsung tabs. Children should not be left alone on any of these devices.
- Ensures that filters and settings are set appropriately on all Playschool Samsung tabs and PC's to a level that is safe for children to view i.e. no explicit language
- Reports issues immediately to the Business manager.



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- Cascades/delivers staff training according to new and emerging technologies so that the correct E-Safety information is being shared.
- Keeps an E-Safety Incident Log to record any incidents and how they were dealt with.
- From time to time makes unannounced checks on staff when they are using IT equipment, to ensure it is being used appropriately.
- Offers guidance and resources to staff to ensure that they can provide a safe and secure online environment for all children in their care.
- Raises awareness amongst staff and parents of the potential risks associated with online technologies, whilst also highlighting the many educational and social benefits.
- Provides rules for staff on acceptable use (as detailed in our Acceptable Use Policy) to guide all users in their online experiences.
- Ensures that staff are clear about procedures for misuse of any technologies both within and beyond the early years setting.

Management Responsibilities

The Early Years Manager has overall responsibility for E-Safety as part of the wider remit of safeguarding and child protection. To meet these responsibilities the manager has designated an E-Safety Lead to implement policies, procedures, staff training and take the lead responsibility for ensuring E-Safety is addressed appropriately. All staff members, students, volunteers and visitors should be aware of who holds this post within the setting. The manager:

- Provides a safe, secure and appropriately filtered internet connection for staff and children within the setting.
- Provide resources and time for the E-Safety lead and staff team to be trained and updated as appropriate.
- Ensures that any equipment which holds sensitive or confidential information and leaves the premises (e.g. Samsung tabs, back up device) are password protected.
- Ensures that E-safety is a standard agenda item on all staff and directors meeting agendas.
- Ensures the E-safety is embedded within all child protection training, guidance and practices.
- Ensures that all staff, volunteers, students and directors have read, understood and signed to say that they will adhere to the Acceptable Use Policy as part of their induction.

Staff (including volunteers) Responsibilities



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- All staff have a shared responsibility to ensure that children are able to use IT equipment safely, under constant supervision.
- Read and abide to our Acceptable Use Policy.

Broadband and Age Appropriate Filtering

Broadband provision is essential to the running of an early years setting, not only for communication with parents and carers but also providing access to a wealth of resources and support. Our service provider is British Telecom. We use internet enabled devices – Samsung Tabs or similar, PC's to enhance the learning experience of children and to maintain our online observation and assessment tool called Tapestry. Great care is taken to ensure that safe and secure internet access, appropriate for both adults and children accessed.

- Parental controls are established on all internet enabled devices that children have access to, blocking or preventing access to any harmful, illegal or inappropriate content.
- All Samsung tabs and PC's are password protected and are only used by the children under adult supervision.
- The children's computers have no internet access.

Email Use

- For the purpose of running our setting we have an office [email: office@hartfieldplayschool.co.uk](mailto:office@hartfieldplayschool.co.uk) and the Early Years Manager email:earlyyearsmanager@hartfieldplayschool.co.uk Emails for these addresses are sent and received on the two office laptop PC's, which are normally used by the Business Manager and Early Years manager. Both the Business Manager and Early Years Manager also receives these emails remotely, to provide support and keep communication available when the Playschool is shut but on password protected devices.
- When group emails to parents are sent the BCC option is selected so that emails are not shared and made public.
- All emails should be professional in tone and checked carefully before sending, just as an official letter would be.
- We do not use e-mail to provide information regarding specific children. However parents are welcome to contact us via e-mail in regard to absences, sessions etc.



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Playschool Website

www.hartfieldplayschool.co.uk

The same principals will be applied to the virtual presence of the Playschool as those which apply to the physical presence to ensure that every child in Playschools care is safe. We ensure no individual child can be identified or contacted either via the Playschool website or as a result of a visitor using it. The website does not include personal details or names of any children or adults in photographs (with the exception of the staff and directors page). We obtain written permission from parents and carers at the time of registration to use their children's images in photos and videos on the website.

Purpose of our web site:

- A digital face for the Playschool. To provide information for parents, prospective parents, staff and other professionals.
- Communication
- Maintenance: The registration, framework, structure, maintenance and loading of content is the responsibility of Debbie Arnett, Early Years Manager, as well as Sarah Adams the Business Manager.
- Published Content: Debbie Arnett will take overall editorial responsibility and ensure that content is accurate, appropriate and:
- Complies with the Playschool Policies.
- Meets the requirements of the General Data Protection Act 2018.
- Fairly represents the Playschool aims and objectives.
- Provides useful and relevant information
- Does not offend through language or images.
- Is regularly checked and updated

Links

The website offers links to relevant websites including – Ofsted, East Sussex County Council and Tapestry

Social Networking Sites and Staff

The Playschool has a Facebook page to promote fundraising activities and events. Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management of this page. Best practice guidance states:

- Identifiable images of children should not be used on social networking sites.
- Staff should not link their personal social networking accounts to the setting's page.
- Privacy settings are set to maximum and checked regularly.



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- Photographs or videos of looked after children must not be shared on social networks

Staff must not 'friend' parents with children currently at pre-school on their own personal social network sites unless. Staff must never discuss any elements of their work at pre-school on any social media

Mobile Phones

- Personal mobile phones are permitted on the premises. They are kept in staffs/visitors bags in the office or in the tray in the office
- Staff must ensure there is no inappropriate or illegal content on their devices.
- Staff can use their phones in their lunch break either away from the Playschool building or in the office with the door shut. The main playroom, quiet room, bathrooms and kitchen are mobile free zones.
- Mobile free zone posters are displayed and parents and visitors are asked to not use their phones in these areas. If parents are spending time in the room for a visit or settling in, their mobile devices must be left in the office before they go into the setting where the children are.
- Personal mobile phones must never be used to contact children or their families (unless via the email system of the Business Manager and Early Years Manager, nor should they be used to take videos or photographs of children).
- A mobile phone can be taken for emergency use on excursions. The DSL on duty or the Manager (also a DSL) will check the phone for images before it leaves the building and when it returns.
- The E-safety Lead reserves the right to check the image content of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Concerns will be taken seriously, logged and investigated appropriately.

Should inappropriate images be found then the Local Authority Designated Officer (LADO) will be contacted immediately and their advice followed. Ofsted will also be advised.

Photographs and Video

Digital photographs and videos are an important part of the learning experience in early years settings and staff have a responsibility to ensure that they not only educate children about the safe and appropriate use of digital imagery, but also model good practice themselves.

- Written consent via our registration form must be obtained from parents or carers before we take any photographs/videos of their children. All staff are notified of children where permission has not been granted. In addition we give all parents a



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letter advising them about the security surrounding our online learning journey (Tapestry), parents set their own unique secure password, so that they can only access their own child's record.

- Staff will ensure that children are comfortable with images and videos being taken.
- Staff must not use personal cameras, iPads, video equipment or camera phones, to take images of children
- Setting issued devices (Samsung Tabs) should only be used on outings and must be password protected.

Laptops/iPads/Tablets

Staff Use:

- All staff use their Playschool tablet to update Tapestry. All devices and accounts are password protected. If the tablet is taken off site by staff (for updating Tapestry), staff must return the tablets to work when they are next in setting. The Early years Manager ensure that all staff have their tablets with them when they are at Playschool.
- Staff will ensure that setting laptops and devices are made available as necessary for anti-virus updates, software installations, patches, upgrades or routine monitoring.
- The manager has overall responsibility for the security of any data or images held of children within the setting.

Children's Use

- iPads, tablets or laptop use must be supervised by an adult at all times and any games or apps used must be from a pre-approved selection checked and agreed by the E-Safety lead.
- Online searching and installing/downloading of new programmes and applications is restricted to authorised staff: Debbie Arnett.
- We use CBEEBIES within the setting to look up topics, pictures and music as part of our curriculum.
- If staff wish to use content from any other site, they will check the content on the office PC to check is suitability.

In the event of staff misuse



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If an employee is believed to have misused the internet or setting network in an illegal, inappropriate or abusive manner, a report must be made to the E-Safety lead immediately. The appropriate procedures for allegations must be followed and the following teams/authorities contacted:

- Police/CEOP (if appropriate)
- LADO – Amanda Glover 07825 782793

In the event of minor or accidental misuse, internal; investigations will be initiated and staff disciplinary procedures followed only if appropriate. All incidents are logged in our E-Safety incident log.

Examples of inappropriate use

- Accepting parents as 'friends' on social networking sites
- Behaving in a manner online which would lead any reasonable person to question an individual's suitability to work with children or act as a role model.
- Accepting or requesting children as 'friends' on social networking sites.

Electronic Learning Journeys

We have used an online system 'Tapestry' to track and share a child's progress with their parents, since 2014. The benefits include improved levels of engagement with parents, reduction in paperwork and careful tracking of the children's progress. Careful consideration has been given to safeguarding and data security. To that end we have ensured that:

- Tapestry's information is kept on secure dedicated servers based in the UK. Access to this information is via a unique user ID and password. Parents can only see their child's information and have NO access to other children's.
- Parents are given a letter fully explaining Tapestry on their child's first day, they are able to set their own secure and unique password.

Intellectual Property

Content published is subject to the same copyright laws in virtual presence as the physical presence.

Data Storage and Security

All pre-school devices are password protected and are kept in a secure and alarmed building when staff are not present. The office laptop PCs are backed up regularly by our Business Manager. This device is kept off the premises (due to the nature of its use) at the Business Manager's home address in a secure place.



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This policy was created by the Early Years Manager: Debbie Arnett and adopted by Hartfield Playschool staff and Trustees in September 2018.

Review Date: September 2019

Reviewed: September 2019

Name of Early Years Manager: Debbie Arnett

Signature:

Name of Registered Person and trustee: Sarah Adams

Signature: