

Internet and E-safety Policy

Statement of intent

Fairford pre-school wants to create a safe learning environment for children, encompassing all resources available to us.

Aim

Our aim is to set out the roles, responsibilities and procedures for the safe and appropriate use of all technologies to safeguard adults, children and young people within an early years setting. The policy recognises the ever-changing nature of emerging technologies and highlights the need for regular review to incorporate developments within ICT.

Introduction

This policy summarises the use of electronic equipment by staff, parents, volunteers and students involved with Fairford Pre-School. For further detailed information please read our policies in section 1.6 Child Protection of our policy folder kept in the foyer. This policy is given to all new staff members and volunteers as part of their induction.

Each electronic item used at Fairford Pre-School is listed below with guidance on their use summarised beneath. All items are PAT tested as necessary.

The designated e-Safety officer is Jo Ollson and Andrew McKenzie is our e-safety committee member. If you have any queries or think there has been a breach in E-safety security please contact them in the first instance.

Photocopier/printer/scanner

The photocopier/printer should only be used for work related items and preferably in black and white rather than colour to save money.

If you would like to photocopy/print for personal use then please arrange to do so beforehand with a senior staff member. You will be charged for paper and printing costs.

Telephone – landline

The landline should only be used for work related telephone calls.

If a personal call needs to be made then permission should be sought from a senior member of staff beforehand.

The administrator, monitors telephone usage monthly upon receipt of the telephone bill and any abnormal telephone use will be investigated.

Use of mobile phones

Personal mobile phones (staff/parents/visitors)

We do not allow the use of mobile phones during pre-school hours on the premises either indoors or in the outdoor play area. If staff, parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

Staff, parents and visitors will be asked to ensure their phones are kept in one of the filing cabinets in the office.

All new staff, parents and visitors will be advised of this policy as they enter Pre-School.

Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.

Members of staff/parents/visitors must not record images, video or audio on their personal mobile phones unless prior permission has been obtained from the manager of the setting and parents.

Staff will be vigilant in monitoring visitors for covert use of mobile phones/cameras.

Pre-School mobile phone

The mobile phone is taken off the premises on outings to Forest School to be used in an emergency. It does not hold any contact details but emergency services/parents can be called using it. It does not have a camera facility. A note is made on the Forest School check list every time the phone is taken to Forest School. When not in use the mobile phone is kept in the left lockable filing cabinet. A log book is kept with them making a note of when they have been used and why.

Personal cameras

Members of staff/visitors/parents must not take photographic images using their own cameras/mobile phones/video recorders/tablets in the setting unless prior permission has been obtained from the setting manager and parents.

For special occasions like sports day and leavers' party permission given on the Registration form/consent for images form is used to allow photographs to be taken. The administrator will inform the staff of any children who do not wish to be photographed (stated on the Registration form) and a note of these children is put on display in the kitchen so that all staff can refer to it.

If permission is not obtained for a child they will not be included in any photographs.

Parents are reminded that images which include children other than their own are only to be put on social network sites if permission has been obtained from the subjects.

Cameras are stored with the mobile phones in a locked filing cabinet.

Pre-school cameras/digital photo frame

Photographs or recordings of children are only taken on equipment belonging to the setting and downloaded onto the Pre-School computer.

Once a child leaves Pre-School the photographs are deleted from the computer.

If photographs of children/adults are to be published/put in the Prospectus/put on the website permission is obtained beforehand. A signed permission form is kept with the copy of the photograph and retention period. The full names of the children are not to appear next to the photograph.

Photographs and recordings of children are only taken for valid reasons, ie. to record their learning and development, or for displays within the setting.

Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration and consent form).

Photographs of visitors are only taken with prior written permission.

The children have access to a VTech camera. This does not have a memory card and photos from it are not retained.

Computers

Children's computer

The children's computer has no internet link. Only educational, age appropriate games are used on this computer under adult supervision.

Office/adult computer

Each member of staff has their own login which is not shared. Some staff are also able to have joint access to the general Pre-School account. Password compromise needs to be reported to the e-safety officer.

Staff log out of their account when not in use.

The computer is set to lock after 5 minutes of inaction.

No games or apps are to be downloaded without prior permission from Jo.

The online viewing history will be checked by the administrator on a regular basis.

If a potentially unsafe or inappropriate incident takes place speak to the e-safety officer or e-safety committee member who will make a note in the incident log. The incident log will record, monitor and file reports for future online safety practice and is kept in the E-Safety folder in the office/quiet room.

In the event of an incident it will be logged in the Incident book and discussed with senior staff/committee member to see if unsafe or inappropriate online incidents can be prevented and not reoccur.

Laptops

Password protected.

Administrator to check viewing history on a regular basis and record any inappropriate use.

Memory sticks

Only encrypted memory sticks are used.

Communication/emails

Any communications made on behalf of the setting should be polite, respectful and not open to misinterpretation.

We only send emails to parents using Pre-School accounts and not hotmail/googlemail/home accounts. Committee members however do have contact with staff members through their home e-mail addresses in the course of their Pre-School business.

There should be no social contact with children/parents but if there is then this is recorded in the Social contact log (kept with other log books by the registers).

Staff are not to add children, young people or parents as "friends" on social networking sites unless noted in the social contact file.

Photos of children at Pre-School are not emailed to parents.

BCC are used to send emails so email addresses aren't disclosed to other people you are emailing.

Staff use as few personal details as possible if emailing about a child.

Acceptable Use Agreements and Professional Conduct Agreements are issued to all staff, volunteers and students on induction.

Internet

We have Opal security through TalkTalk and extra filters set up through them. Jo monitors that users are not accessing inappropriate or illegal materials.

Emails are filtered through the South West Grid for Learning.

Fairford Pre-School Facebook page

Lucy Sherman is the administrator for our Facebook page. The page provides a regular insight into what the children have been learning, details of visitors, experiences of forthcoming events as well as general information. To maintain the safety of the children no identifiable photographs of the children are used and children's names are not used. Only children whose parents have given permission for their child to be photographed will be used and parents must not include identifiable images or the child's name or any other person's name. The privacy settings will be set to the maximum setting and be checked regularly. All comments/posts will be vetted by Lucy before they are posted and anyone abusing the rules as set out to parents will be blocked and their access to the page removed. The Designated Safeguarding Lead and Safeguarding and Child Protection Committee member will be informed of any breaches.

Breaches in security/above policies

Our ICT misuse policy will be followed.

If a photograph is placed on Facebook without prior permission the owner of the photograph will be contacted and asked to remove it.

If a visitor/parent takes an image without obtaining prior permission then they will be asked to delete the photograph. The staff can ask someone to leave the building/area if behaving inappropriately.

If a staff member is found to be breaching any conditions set out above then disciplinary action may be taken.

We can inform the Child Exploitation and Online Protection Centre (CEOP) www.ceop.gov.uk and Internet Watch Foundation if there is any misuse of information/breaches in security or abuse.

E-safety Training

All staff are to have in-house E-safety training annually and staff will keep up-to-date with information posted on the internet by Gloucestershire Safeguarding Children Board, South West Grid for Learning and advisors Piers Hobson and Tim Middleton (Fairford Primary school).

Internet safety resources

Police resource – thinkuknowit.co.uk

360 degrees program

www.ceop.police.uk

www.thinkfulness.co.uk

www.swgfl.org.uk/staying-safe

www.childnet.com/resources.kia

This policy was adopted at a meeting of

Fairford Pre-School

Held on

20/11/13

Date reviewed:

10/01/18

Date to be reviewed

10/01/19

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

