



E-SAFETY POLICY

12/3/19



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Introduction to policy

This policy is available on request from the Scarning Pre School's office. We also inform parents and carers about this policy when their children join our setting.

The managers should ensure that the E-safety policy is:

- Publicly available for parents and carers to view online on our Scarning Pre School website.
- Available to all staff in a communal folder in the staff room and make them aware that they are available to view on our website.

PRODUCTION AND REVISION OF POLICY

Scarning Pre School's committee and managers provide the staff with the opportunity to contribute to the administration policies. We consult staff on proposed changes to the policies and seek their opinions, knowledge and views on how arrangements could be further strengthened.

As a setting we follow the guidance from the DfE by:

- Providing policies to parents via the Pre School website and paper copies, which are kept in the office and are available on request
- Available to all staff in a communal folder in the staff room and make them aware that they are available to view on our website.
- taking feedback from staff and outside agencies throughout the year to inform revisions of the policy and practice and when new legislation arises

This policy is reviewed by the Committee on an annual basis.

This policy was last reviewed and agreed by the settings committee on

Signature Chairperson Date:



Social Networking Policy

The internet provides a number of benefits for staff. However, when someone is identified within the setting or discusses their work, they are expected to behave appropriately when on the internet. The principles set out in this policy should always be followed.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Staff members should respect the privacy and the feelings of others.

Staff are in a professional position and are responsible for the care and education of children. Therefore, they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children, young people and vulnerable adults.

Aim

- That our duty to safeguard children is maintained.
- That the setting is not exposed to legal risk.
- That the reputation of the setting is not adversely affected.
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting.
- That we do not damage our reputation.
- That we recognise our legal responsibilities.

Objectives

- Sites to be aware of include: Social networking sites (i.e. Facebook, Bebo, Myspace, Chat roulette), blogs (i.e. Blogger), discussion forums (i.e. Mumsnet, Ming), collaborative spaces (i.e. Wetpaint), media sharing services (i.e. You Tube) and microblogging (i.e. Twitter).
- All staff should bare in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation.
- There will be no mention of the setting, names of staff, Committee members or attending children or their families.
- There will be no uploading of photos of staff, or children and their families on any site.



- Any communications or content you publish that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.

Using computers and storing data

Objectives

- No information containing personal details of children and families at the setting should be stored on a home computer.
- No photographs of children and families at the setting should be stored on a home computer.
- If staff have to use their own computers for planning, observations or other documents containing children's names, they should transfer the data to a memory stick and erase from their computer as soon as this is done.
- Memory sticks should be held in a secure place if at home or at the setting.
- Photos of children should not be stored on the settings camera/ tablets once printed off.
- The setting's camera should be stored safely whilst the Pre School is closed.
- The Pre School ICT systems network has a security restriction set up by an external IT provider and is reviewed regularly. The children are also supervised when using any IT equipment.



Mobile Phone Policy

Policy statement

Acceptable Use of Mobile Phones

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

Scarning Pre School allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into Scarning Pre School must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones and bags are left in a locked locker in the staffroom.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the office.

Staff will need to ensure that the office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers will be requested to place their bag in the staff room and their mobile phone in the designated drawer in the office. They are asked to take or receive any calls in the office area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Pre School manager or deputy.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors /Workmen

Mobile phones are to be left in the office. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.



Use and Storage of Photographs on Tablets / Phone

Statement of intent

We use tablets extensively at Scarning Pre School. The setting has four tablets which they use to take photographs and make observations and assessments relating to each child. This enables parents and carers to view their child's learning within the setting. This policy deals with how we use, store and delete these photos on our electronic devices.

Security procedures - Tablets

- All tablets are pin protected.
- All tablets have the following Apps installed which staff can use with the children. All are password/pin protected. – Tapestry.
- At the end of each working day staff must store all tablets in a locked filing cabinet located in each room.
- Staff may take their tablets home to complete paper work. These are signed out. See appendix 1.

Mobile phone

- The mobile phone is a means for us to contact parents, when out of the main setting in the case of an emergency. i.e. fire.
- It is switched off every day and locked in the main office.



Legal framework included in E-Safety policy

- Sexual Offences Act 2003
- General Data Protection Regulation 2018
- Digital Economy Act 2017
- Malicious Communication Social Media Bill 2017
- Communications Act 2003
- Defamation Act 2013
- Education Act 2011
- Protection from Harassment Act 1997
- Criminal Justice and Public Court Act 2015
- Protection of Children Act 1978 now included in:
Children and Families act 2014
- Criminal Justice act 2003
- Serious Crime Act 2017

Signatures

This policy was adopted by Scarning Pre School on _____(date)

Signed

Role of signatory

This policy to be reviewed on _____(date)

This organisation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

