

# E-Safety Policy

## Policy Statement

Newton Nippers Preschool has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding policy. The e-safety policy is the implementation of the safeguarding policy in relation to electronic communications of all types.

## EYFS Key themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, Social and Emotional Development.

## Introduction

The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

It is important for children to learn to be e-safe from an early age and the preschool can play a vital role in starting this process.

In line with other preschool policies that protect the children from other dangers, there is a requirement to provide children with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

### 1. Core principles of internet safety.

The internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

### 2. The E-Safety Policy is built on the following principles:

- **Guided educational use**

Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

- **Risk assessment**

We have a duty to ensure that children in the preschool are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

- **Responsibility**

Internet safety in the preschool depends on staff, parents, carers and visitors taking responsibility for the use of the internet and other communication technologies such as mobile phones. It is the Preschools' responsibility to use technical solutions to limit access and to monitor their effectiveness.

### **3. Why it is important for preschool children to access the internet?**

The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The preschool has a duty to provide children with quality internet access as part of their learning experience.

Preschool internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys.

The internet is also used in the preschool to support the professional work of staff, to allow effective planning and to enhance the preschool's management information and business administration systems.

### **4. How will filtering be managed?**

The preschool committee member responsible for Systems Support will ensure that the appropriate filters are applied to the PC's/laptops in the preschool and the office. This committee member will also review the sites accessed.

Staff will monitor the websites being used by the children during preschool sessions. Staff may use their logons during preschool sessions in order to view additional websites with the children, e.g. to look at sites related to topics they have been discussing. Staff must ensure they log out immediately after viewing the sites to restrict access for the remainder of the preschool session. If a member of staff uses the preschool PC's for preschool work, again they must ensure they logout immediately on completing the work to ensure access is restricted for the remainder of or the next preschool session. If staff or pupils discover unsuitable sites have been accessed on the preschool room PC's they must be reported to the Systems Support committee member immediately so that the filters can be reviewed.

The preschool committee will ensure there is sufficient funding and timing made available for training, should a new System Support officer be appointed.

### **5. Managing Content**

Staff are responsible for ensuring that materials accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the preschool address, preschool email and preschool telephone number. Staff or children's home information should not be published. Website photographs that include children, will not allow (unless permission given) individual children to be clearly identified. Pupils full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents and carers for featuring their child on the website is requested when each child starts at the preschool and parent/carers wishes are followed at all times.

## **6. Communication**

### **• Managing e-mail**

Children will not have access to e-mail.

Staff using e-mail will use a preschool e-mail address. This address must not be used for personal emails.

### **• On-line communications and social networking.**

On-line chat rooms and social networking sites such as Facebook or Twitter will **not** be used at the preschool.

Staff and committee members using these sites (and/or similar) at home, will **not** discuss individual children or discuss anything that might be detrimental or inappropriate about the setting. It is recommended that staff and/or committee members should not put photographs of themselves or other staff and/or committee members from the setting, which is considered to be inappropriate, on any social networking site. It is also recommended that, during a child's time at the preschool, staff should not befriend the child's parents.

### **• Mobile Technology**

Mobile phones are not permitted within the main preschool room. Staff are permitted to use their mobile phones in the office area when appropriate, at all other times; mobiles are stored in a secure locker. Taking photographs on any mobile phone is strictly prohibited anywhere in the preschool building.

The preschool laptop remains the property of the preschool and must not be taken off of the preschool site. Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the preschool.

## **7. Parents and E-Safety**

Parents' attention will be drawn to the preschool e-safety policy.

## **8. Handling Complaints**

Any complaints about the inappropriate use of the internet or other technologies will be handled through the Complaints procedure.

This policy was adopted at a meeting of **Newton Nippers**

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chairperson)

