

## 2.3 E-Safety Policy

### Policy statement

Checkendon Pre-School C.I.O 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

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 & 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 Checkendon Pre-School C.I.O can play a vital part in starting this process. In line with other Pre-School policies that protect 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.

### Procedures

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. Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning.

### Digital Images

- Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each term.
- Staff must only use the setting's own digital cameras and staff Tablets to take any photographs and these must be downloaded or deleted every half term. After a child has left the setting all images of that child will be destroyed. The only images kept will be those kept for prosperity.
- Staff cannot use any other digital devices to take photographs in the setting.
- Parent's or Carer's permission will be obtained for all images taken.
- Video footage will not be taken in pre-school unless for a Pre-School Event or for recording child's development, in which case it will be taken officially by a member of staff, parents written permission will be obtained in the registration form.
- Where photographs are used on the website or for promotional purposes, no child will be named.

## Computer and Internet Use

- The computer system is owned by Checkendon Pre-School C.I.O and has appropriate software to ensure safe internet use.
- A Committee Member/manager of setting will be responsible for systems support and will ensure that the appropriate filters are applied to the PCs in the Pre-School.
- If staff or pupils discover unsuitable sites have been accessed on the Pre-School PCs, they must report their findings to the systems support committee member/Manager immediately so that filters can be reviewed.
- A member of staff will observe the children when they are using the internet and ensure that it is appropriate.
- Checkendon Pre-School C.I.O reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.
- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Work email accounts may only be accessed on the Checkendon Pre-School C.I.O laptop, unless written permission is given from the committee.
- Pre-School Internet access will be tailored expressly for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning journeys.
- The Internet is also used in the Pre-school to support the professional work of staff, to allow effective planning and to enhance the Pre-school's management information and business administration systems.
- Social networking sites will not be accessed during work hours.
- Children will only use age appropriate software in the setting.

## Mobile Phones

- Staff cannot carry or use their personal mobile phones whilst working in the setting. The phone must be on silent whilst in the setting.
- Setting telephone number should be given out to be used as an emergency contact for staff (01491 682589).
- Staff may not use any camera facility on their mobile during a session.
- Reference should be taken of the Pre-School's Mobile Phone Policy.

## Parents and E-Safety

Parent's attention will be drawn to the Pre-School's E-Safety Policy and relevant related documents. Complaints Any complaints about the inappropriate use to the internet or other technologies will be handled through the Complaints Policy & Procedure.

This policy was adopted by                      Checkendon Pre-School                      *(name of provider)*

On                      \_\_\_\_\_                      *(date)*

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

Signed on behalf of the provider                      \_\_\_\_\_

Name of signatory                      \_\_\_\_\_

Role of signatory (e.g. chair, director or owner)                      \_\_\_\_\_

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