



# E-Safety Policy

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## Statement of Intent

At Brookside Pre-school, we recognise the value that communication and technology plays in the learning and development of the children. Children have regular access to Information Communication Technology (ICT) equipment, to develop skills that are vital to life-long learning.

We acknowledge that there are potential risks involved, and therefore follow this policy to ensure the safe and responsible use of technology (E-Safety) is followed for the benefit of the children, parents, staff, and visitors to the pre-school.

It is our intention to provide an environment in which children, parents and staff are safe from viewing images, videos, advertisements, and television programmes which may cause harm or offence. We have a policy in place to protect children and staff from images or videos being recorded and inappropriately used.

Our aim is to safely manage the potential risk of:

- 1) Children being exposed to inappropriate material including sexual images, drugs, violence, or radicalisation through ICT equipment such as iPad, interactive screens and television.
- 2) The inappropriate use of mobile phone cameras around children.
- 3) Potential unsupervised access to the internet.
- 4) Staff being distracted from supervising children due to the use of electronic devices.
- 5) Children engaging in too much screen time.

## Procedures

### 1. Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to Brookside preschool are used by staff and children at pre-school.
- The designated safeguarding lead is responsible for ensuring all ICT equipment is safe and fit for purpose.

- All computers have virus protection installed.
- The designated safeguarding person ensures safety settings are set to ensure children cannot access inappropriate material.

## 2. Internet Use

- Children do not have unsupervised access to the internet.
- Staff access the internet with children for the purposes of promoting their learning, parents are asked to read our pre-school policies and procedures prior to their child enrolling. In signing that they have read and understood our policies we take this as permission for staff to make choices about appropriate internet and media content.
- The pre-school manager has overall responsibility for ensuring risk assessments in relation to e-safety are completed, read and reviewed by all staff members.
- Children are taught the following stay safe principles in an age-appropriate way prior to using the internet:
  - only go online with a grown up
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- All computers, iPad's and other electronic devices for use by children are in an area clearly visible to staff to always maintain supervision.
- Children are not allowed to access social networking sites at pre-school.
- Staff report any suspicious or offensive material including material which may incite racism, bullying or discrimination to the pre-school manager who will report to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk)
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line must be reported immediately by the manager to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- We send out regular internet safety advice for parents to help them to ensure their child is using the internet safely at home. We sometimes share links to learning apps, educational videos, or websites. We always attach a safety warning reminding parents that children should be supervised at all times whilst using the internet.
- Staff have access to age-appropriate resources to enable them to assist children to use the internet safely for example we have children's YouTube installed on our interactive computer screen to allow staff to safely search learning topics without the risk of inappropriate content or adverts being displayed.
- Staff must encourage children to share ICT equipment and monitor children's screen time. Whilst we recognise ICT equipment has educational benefits when used within the right context, we must provide a good balance with active learning, ensuring screen time makes up a small percentage of the child's day.
- Staff using personal computers at home for the purposes of work are aware that they must be protected by secure passwords and have recognised spyware software installed.

### **3. Interactive screen and iPad's**

- Educational videos clips can be beneficial for introducing learning topics and develop knowledge and understanding of the world. When using video clips to support learning staff must watch the video prior to the children viewing it to ensure the content is appropriate.
- When children are using educational apps on the interactive screen or iPad they must be supervised. The internet must either switched off within settings or security measures in place o ensure they cannot access the internet.
- Staff must take care of ICT equipment, this means ensuring correct storage, supervised use, ensuring screen protectors are used and regular cleaning of screens.
- Apps, videos, and media content should be chosen tastefully to ensure that it provides educational benefit for the children.
- Children watching video clips on the interactive screen should be sitting at an appropriate distance with the lighting dimmed if necessary.
- Any headphones used must be children's headphones which minimise the maximum volume

### **4. Social media**

Brookside Pre-school has a Facebook page and Instagram account. The pages do not feature the name of any child, and children's photos are used only with prior permission. Any abuse or breaches of confidentiality by any adults associated with the pre-school is forbidden and not tolerated. All suspected cases must be reported to the pre-school manager who will communicate this to the committee chairperson. The incident will be dealt with appropriately and reported to the necessary authorities in accordance with our complaints policy, GDPR policy, safeguarding and confidentiality policy.

- Confidentiality of staff is ensured within their terms and conditions of employment; any reported breach of confidence is considered gross misconduct and will result in instant dismissal.
- Staff, parents, or committee members must not upload photos taken of children in setting to any social network site. Parents are reminded of this during occasions where photographs may be taken (Christmas concerts, graduation, etc).
- Photographs taken during pre-school events which include parents and staff should not be posted on social media without their permission. It is best practice to ask parents/carers if they are happy to be in the photograph and what you intend to do with the photograph for example – to share with parents on tapestry.

### **5. Use of Cameras or electronic devices with a camera function**

- Personal cameras/iPad's belonging to staff are not permitted in the pre-school.
- The pre-school provides an authorised device for use by staff.

- Parental permission is sought before any photographs are taken of children.
- All staff are made aware of any parental photographic objections or restrictions.
- Staff are permitted to take children's photographs to capture spontaneous moments to support the Early Years Foundation Stage or to share with parents.
- Images taken must be deemed suitable without putting the child/children in any position that could cause embarrassment or distress.
- All staff are responsible for the location of the device; this should be placed within the lockable cupboard when not in use.
- The device must be locked away at the end of every session.
- Images taken and stored on the device must be downloaded and then erased as soon as possible (and within a week).
- If children, staff, parents or visitors do not want to have their photograph taken then their wishes must be respected.
- Under no circumstances must camera devices of any kind be taken into the bathrooms.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Pre-school manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera device must be placed in a prominent place where it can be seen.
- Failure to adhere to the above will lead to disciplinary action.
- Parents can take photos during organised events such as graduation and the pre-school nativity at the managers discretion. Parents are reminded that photos will be taken by preschool and uploaded to Tapestry. In line with our Tapestry policy, photos are for personal use only, and not to be uploaded to any social networking site or webpage.
- In cases where a looked after child (LAC) attends the pre-school, or a child may be at risk if their identity was exposed, the manager will put measures in place to safeguard them. This may involve making the decision for no photographs to be taken by parents at pre-school events to reduce the risk of the child's identity being exposed.
- Personal electronic devices, such as Smart watches, are permitted to be worn by staff. However, they must be used appropriately during working hours i.e. no messaging, and must only be used as a watch function or for health monitoring purposes. Smart watches that have a photograph capturing function are not permitted and must be stored in the cupboard in the same way that personal mobile phones are.

## **6. Mobile Phones**

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the storeroom until the parent collects them at the end of the session.
- The pre-school has an authorised mobile phone for use in setting. All contact details for children are stored in the mobile phone which is secured with a passcode.
- Staff mobile phones are kept in the store cupboard and should not be used during pre-school hours.

- Under no circumstances does the pre-school allow a member of staff to contact a parent/carer using their personal phone.
- Staff must ensure that their mobile phones which are bought into setting, do not have any inappropriate or illegal content on. Under no circumstances should a member of staff use their phone to take photos in setting.
- Staff needing to use a phone in setting (due to personal reasons/ an emergency) etc, do so at the discretion of the Pre-school manager. If a member of staff has a family emergency or similar and it is necessary to keep their phone to hand, prior permission should be sought from the Pre-school manager and the mobile phone can be placed in the kitchen. Any personal phone calls should be taken in the storeroom.
- During outings and walks, the Pre-school takes the phone and a contact list, to ensure parents can be contacted in case of an emergency.
- Parents and visitors are requested not to use their mobiles within the pre-school.
- If a visitor needs to use their mobile phone in order to fulfil the reason for their visit/job, then they will ask permission from the Pre-school manager at all times. The visitor will be supervised and any phone calls must be taken in the storeroom.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Pre-school manager. Concerns will be taken seriously, logged and investigated appropriately (under the Allegations against Staff section of the safeguarding policy).
- The Pre-school manager reserves the right to ask to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.

Further guidance

- NSPCC <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

## **7. Responsibilities**

The responsibilities of the Pre-School manager are:

- to ensure that all members of staff have read and understood this policy, and to make them aware of the severity of their actions should they choose not to put the policy into practice.
- to make sure parents/carers are aware of this policy.

The responsibilities of employees are:

- to read and confirm understanding of this policy.
- to work according to the terms set out in this policy.

The responsibilities of parents/carers are:

- to be aware of this policy and what measures can be taken at home to keep children safe from harm regarding e-safety.

The responsibilities of the members of the Pre-school Management Committee are:

- to ensure that all members of staff have read and understood this policy, and to make them aware of the severity of their actions should they choose not to put the policy into practice.