General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding Children

E-Safety - Internet Policy

This policy is to be used in conjunction with our 'Acceptable Use Policy'

Policy Statement

The internet is a tool for children in our setting to investigate and learn more about the world. We have a duty to ensure that children are protected from potential harm when accessing the internet at pre-school. Every effort will be made to safeguard against all risks and children will never be allowed to access the internet without a member of staff, however it is likely that we will never be able to completely eliminate all risks. Any incidents that do arise will be dealt with quickly and according to policy to ensure that children and staff continue to be protected. The purpose of this policy is to be clear about how we use ICT and the measures we take to be E-Safe.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web__2_.pdf						

Who is this policy for?

This policy is for all staff, children, parents/carers, directors, visitors, and contractors accessing the internet or using technological devices on the premises. This includes the use of personal devices by all of the above-mentioned groups, such as mobile phones or iPads/tablets which are brought into our setting. This policy is also applicable where staff or individuals have been provided with devices for use off-site.

E-Safety Lead Responsibilities

The E-safety lead is a member of staff who takes overall responsibility for E-safety

Our E-safety lead is: Shereen Milledge

- Recognises the importance of E-Safety and understand the setting's duty of care for the safety of children and staff.

- Has established and maintains a safe ICT learning environment.
- Ensures that all staff when accessing technology with children understand the need to supervise and provide safe internet access. This would normally entail a staff member checking the content before sharing with children.
- This includes supervision of the children when they are on pre-school iPads, the Cleartouch screen and the pre-school Kindles. Children are not be left alone on any of these devices.
- Ensures that filters and settings are set appropriately on all pre-school iPads and PC's to a level that is safe for children to view i.e. no explicit language
- Reports issues immediately to the manager.
- Cascades/delivers staff training according to new and emerging technologies so that the correct E-Safety information is being shared.
- Keeps an E-Safety Incident Log to record any incidents and how they were dealt with.
- From time to time makes unannounced checks on staff when they are using IT equipment, to ensure it is being used appropriately.
- Offers guidance and resources to staff to ensure that they can provide a safe and secure online environment for all children in their care.
- Raises awareness amongst staff and parents of the potential risks associated with online technologies, whilst also highlighting the many educational and social benefits.
- Provides rules for staff on acceptable use (as detailed in our Acceptable Use Policy) to guide all users in their online experiences.
- Ensures that staff are clear about procedures for misuse of any technologies both within and beyond the early years setting.

Management Responsibilities

The Manager has overall responsibility for E-Safety as part of the wider remit of safeguarding and child protection. To meet these responsibilities the manager has designated an E-Safety Lead to implement policies, procedures, staff training and take the lead responsibility for ensuring E-Safety is addressed appropriately. All staff members, students, volunteers, and visitors should be aware of who holds this post within the setting. The manager:

- Provides a safe, secure and appropriately filtered internet connection for staff and children within the setting.
- Provide resources and time for the E-Safety lead and staff team to be trained and updated as appropriate.
- Ensures that any equipment which holds sensitive or confidential information and leaves the premises (e.g. iPads, back up device) are password protected.
- Ensures that E-safety is a standard agenda item on all staff and directors meeting agendas.
- Ensures that E-safety is embedded within all child protection training, guidance, and practices.

- Elects an E-Safety Director to challenge the setting about E-Safety issues (this will always be the chair).
- Ensures that all staff, volunteers, students, and directors have read, understood, and signed to say that they will adhere to the Acceptable Use Policy as part of their induction.

Staff (including volunteers) Responsibilities
- All staff have a shared responsibility to ensure that children are able to use IT equipment safely, under constant supervision.
- Read and abide to our Acceptable Use Policy for Early Years Employees.

Technical Staff Responsibilities

Outsourced to - BlakeLan Communications Limited 01273 564092

The ICT Technician is responsible for ensuring that:
- All PC's have anti-virus software installed

If we require ICT support, our ICT technician (with our permission) has remote access to our PC's in order than he can fix any ICT problems.

Broadband and Age Appropriate Filtering

Broadband provision is essential to the running of an early years setting, not only for communication with parents and carers but also providing access to a wealth of resources and support. Our service provider is Clear Business. We use internet enabled devices - iPads, Cleartouch screen and PC's to enhance the learning experience of children and to maintain our online observation and assessment tool called Tapestry. Great care is taken to ensure that safe and secure internet access, appropriate for both adults and children can be accessed.
- Parental controls are established on all internet enabled devices that children have access to, blocking or preventing access to any harmful, illegal, or inappropriate content.
- All iPads, Kindles and PC's are password protected and are only used by the children under adult supervision.
- The children's computers have no internet access.

Email Use
- For the purpose of running our setting we have an office email: office@rotherfieldpre-school.co.uk. Emails from this address are sent and received on the two, office desktop PC's, which are normally used by the Manager, Deputy, SENCO and Bursar. Sandra Cawsey - Bursar also receives these emails remotely, to provide back up when the pre-school is shut but, on a password, protected computer at her home address'.
- When group emails to parents are sent the BCC, option is selected so that emails are not shared and made public.

- All emails should be professional in tone and checked carefully before sending, just as an official letter would be.
- We do not use e-mail to provide information regarding specific children. However, parents are welcome to contact us via e-mail in regard to absences, sessions etc.

Pre-school Website

Domain name: rotherfieldpre-school.co.uk

Website hosted by: GoDaddy.co.uk

The same principals will be applied to the virtual presence of the pre-school as those which apply to the physical presence to ensure that every child in the pre-schools care is safe. We ensure no individual child can be identified or contacted either via the pre-school website or as a result of a visitor using it.

The website does not include personal details or names of any children or adults in photographs (with the exception of the staff and directors page).

Purpose of our web site:
- A shop window for the pre-school. To provide information for parents, prospective parents, staff, and other professionals.
- Communication - can be a two-way process as visitors are offered the opportunity to get in touch via a contact us page.

Maintenance:
- The registration, framework, structure, maintenance and loading of content is the responsibility of Sandra Cawsey - Bursar.

Published Content
- Sandra Cawsey will take overall editorial responsibility and ensure that content is accurate, appropriate and:
  - Complies with the Pre-school Policies.
  - Meets the requirements of the General Data Protection Act 2018.
  - Fairly represents the pre-schools aims and objectives.
  - Provides useful and relevant information
  - Does not offend through language or images.
  - Is regularly checked and updated

Links
- Digiduck stories, e-safety for children aged 3-7
- NHS Kawasaki Disease and COVID19 health information
- Parents' Guide to the Early Years Foundation Stage Framework
- Department of Education - What to expect when
- Professional association of childcare and early years – Preparing your child for starting school

Social Networking Sites and Staff

The pre-school has a Facebook page for promotion of activities, events and P.O.P.S to promote fundraising activities and events. Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management and this page. Best practice guidance states that:

- Identifiable images of children should not be used on social networking sites.
- Staff should not link their personal social networking accounts to the setting's page.
- Privacy settings are set to maximum and checked regularly.

Staff must not 'friend' parents with children currently at pre-school on their own personal social network sites unless they have informed the E-Safety officer with a valid reason. Staff must never discuss any elements of their work at pre-school on any social media.

Staff do converse on a secure closed group chat in order to keep in touch and share ideas. Also, as we are all part time, occasionally it may be necessary to ask another member of staff to be a buddy for a child or set up an activity specifically for a child. In these circumstances, only the child's initials should be mentioned. Children should not be discussed via the closed group.

Mobile Phones

- Personal mobile phones are permitted on the premises. They are kept in staffs/visitors' bags in the office.
- Staff must ensure there is no inappropriate or illegal content on their devices.
- Staff can use their phones in their lunch break either away from the pre-school building or in the office with the door shut. The main playroom, kitchen and balcony are mobile free zones.
- Mobile free zone posters are displayed, and parents and visitors are asked to not use their phones in these areas. If parents are spending time in the room for a visit or settling in, their mobile devices must be checked into the office before they go into the playroom.
- Personal mobile phones must never be used to contact children or their families, nor should they be used to take videos or photographs of children.
- We have a mobile (without a camera) for excursions out of the pre-school within the radius that these work without interference. This allows the group leader to get in contact with the office in the event of a problem. The DSL on duty or the Manager (also a DSL) will check the phone for images before it leaves the building and when it returns.
- The E-safety Lead reserves the right to check the image content of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Concerns will be taken seriously, logged, and investigated appropriately.

- Should inappropriate images be found then the Local Authority Designated Officer (LADO) will be contacted immediately and will follow their advice. Ofsted will also be advised.

Photographs and Video

Digital photographs and videos are an important part of the learning experience in early years settings and staff have a responsibility to ensure that they not only educate children about the safe and appropriate use of digital imagery, but also model good practice themselves.

- Written consent via our registration form must be obtained from parents or carers before we take any photographs/videos of their children. There is a list in the office of children where permission has not been granted. In addition, we give all parents a letter advising them about the security surrounding our online learning journey (Tapestry), together with their unique password, so that they can only access their own child's record.
- Staff will ensure that children are comfortable with images and videos being taken.
- Staff must not use personal cameras, iPads, video equipment or camera phones, to take images of children
- Setting issued devices (iPads) should only be used on outings and must be password protected.
- On a weekly basis, Joanne Finn transfers all digital images from iPads onto the pre-school laptop in order that staff can use them for observations and assessments on Tapestry.

Laptops/iPads/Tablets

Staff Use:

- All staff use the pre-school laptop in PPA time to update Tapestry. This laptop is password protected. If the laptop is taken off site by staff (for updating Tapestry), staff must request permission from the E-Safety lead/ Manager, who will determine if this is appropriate and will set a time when it must be returned.
- At times it is necessary to take iPads out of the Pre-School on outings to capture photos of children for the purpose of documenting learning opportunities to include in Children's learning journals. When iPads are taken out of the setting they are signed in and out by a member of staff, the sign in/out sheet is located in the kitchen. The iPads will be counted at the end of the day to ensure all iPads are accounted for.
- Staff will ensure that setting laptops and devices are made available as necessary for anti-virus updates, software installations, patches, upgrades, or routine monitoring/servicing, as required by BlakeLan ICT support.
- The Manager has overall responsibility for the security of any data or images held of children within the setting.

Children's Use

- iPads, Kindles, or interactive whiteboard use must be supervised by an adult at all times and any games or apps used must be from a pre-approved selection checked and agreed by the E-Safety lead.
- Online searching and installing/downloading of new programmes and applications is restricted to authorised staff, and the E-Safety lead.

Internet use within the Setting

- We use HELPKIDZLEARN - which has a wide range of pre-school games, music, and stories. These activities are performed on the Cleartouch screen under supervision of a member of staff.
- We use CBEEBIES and KIDS YOUTUBE within the setting to look up topics, pictures, and music as part of our curriculum. On rainy days when we cannot go outside, we also access short programmes for children to watch after lunch (10-15 minutes) whilst staff move furniture around.
- If staff wish to use content from any other site, they will check the content on the office PC to check is suitability.

In the event of staff misuse

If an employee is believed to have misused the internet or setting network in an illegal, inappropriate, or abusive manner, a report must be made to the E-Safety lead immediately. The appropriate procedures for allegations must be followed and the following teams/authorities contacted:

- Police/CEOP (if appropriate)
- LADO – https://www.esscp.org.uk/professionals/lado/

In the event of minor or accidental misuse, internal; investigations will be initiated, and staff disciplinary procedures followed only if appropriate. All incidents are logged in our E-Safety incident log.

Examples of inappropriate use

- Accepting parents as 'friends' on social networking sites
- Behaving in a manner online which would lead any reasonable person to question an individual's suitability to work with children or act as a role model.
- Accepting or requesting children as 'friends' on social networking sites.

Electronic Learning Journeys

We have used an online system 'Tapestry' to track and share a child's progress with their parents, since 2013. The benefits include improved levels of engagement with parents, reduction in paperwork and careful tracking of the children's progress. Careful consideration has been given to safeguarding and data security. To that end we have ensured that:

- Tapestry's information is kept on secure dedicated servers based in the UK. Access to this information is via a unique user ID and password. Parents can only see their child's information and have NO access to other children's.

Intellectual Property

- Content published is subject to the same copyright laws in virtual presence as the physical presence.

Data Storage and Security

- All pre-school devices are password protected and are kept in a secure and alarmed building when staff are not present. e office desktop PCs are backed up weekly by our E-Safety lead. This device is kept off the premises (due to the nature of its use) at the E-Safety leads house, in a secure place.

E-Safety – Acceptable Use Policy
This policy is to be used in conjunction with our 'E-Safety – Internet Policy

This policy applies to all members of the pre-school including staff, students, volunteers, directors, and visitors who have access to and are users of the school's ICT systems, both in and out of our setting. This policy is to ensure all are made aware of the expectation that technologies and the internet are used safely and appropriately.

Policy statement

The purpose of the Acceptable Use Policy is to clearly identify for the whole setting:

- The steps taken to ensure the E-Safety of children when using the internet and online technologies.
- The setting's expectations for the behaviour of all users whilst accessing the internet or online technologies within and beyond the setting.
- The setting's expectations for the behaviour of staff when accessing and using data.

The Manager, E-Safety Lead and Board of Directors are responsible for the compliance of the E-Safety Policy and for reviewing its effectiveness.

The expectation is that all members of the pre-school community will be responsible users of ICT and will understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. In the event of minor or accidental misuse by staff, internal investigations will be initiated, and staff disciplinary procedures will be followed where appropriate. All incidents are logged in our E-Safety incident log. Examples of inappropriate use:

•Accepting parents as 'friends' on social networking sites

•Behaving in a manner online which would lead any reasonable person to question an individual's suitability to work with children or act as a role model.

Legal Background

All adults who come into contact with children in their work have a duty of care to safeguard and promote their welfare. The legal obligations and safeguarding duties of all early year's employees, in relation to use of technologies, feature within the following legislative documents which should be referred to for further information:

- The Children Act 2004
- Working Together to Safeguard Children 2010
- Statutory Framework for the Early Years Foundation 2017
- Safeguarding Vulnerable Groups Act 2009

Staff and Individual responsibility:

All staff, students, volunteers, directors, and visitors must:

Ensure the E-Safety of children when using the internet and online technologies within the pre-school setting:

- Be familiar with our E-Safety policy and ensure that it is followed at all times.
- Ensure that children are protected and supported in their use of technologies.
- When accessing technology with children, staff understand the need to supervise and provide safe internet access.
- A staff member will always check the content before sharing with children.
- Children will always be supervised when they are on pre-school iPads, the Cleartouch screen and the pre-school Kindles. Children are not left alone on any of these devices.
- Filters and settings are set appropriately on all pre-school iPads and PCs to a level that is safe for children to view i.e. no explicit language

The setting's expectations for the behaviour of all users whilst accessing the internet or online technologies within and beyond the setting.

- Only use pre-school devices when taking digital images of children.
- Ensure that all electronic communication with parents, carers and other professionals are performed on pre-school computers, in line with setting protocols. Sandra Cawsey -Bursar also works for pre-school remotely and provides back up when the pre-school is shut. This work is on a password protected computer.
- Personal details, such as mobile number, social network details and personal e-mail should not be used or shared.

- Protect their passwords/personal logins and log-off the network wherever possible when leaving workstations/IPADS unattended.
- Understand that network activity and online communications on setting equipment (both within and outside of the work environment) may be monitored by the E-safety lead.
- Use only the Pre-schools phone for outings.
- Keep their mobile phones in their bags in the office and only use them during lunch breaks away from the pre-school, or in the office with the door closed.
- The use of smart watches with camera's are not permitted whilst working with the children.

The setting's expectations for the behaviour of staff when accessing and using data:

- Understand that behaviour in their personal lives <u>may</u> impact upon their work with those children if shared online or via social networking sites.
- Transfer data using encryption/ secure password protected devices or ensure that the file is password protected.
- Not 'friend' any parent/carer of a child currently in pre-school on any form of social media.

*   Given the nature of the role of a director, it may be relevant for directors to communicate with parents, via social media. This is particularly pertinent in the role of promoting pre-school events. It is the responsibility of the individual to uphold confidentiality at all times and to act in a professional manner if using social media to promote the pre-school or communicate with parents.

This Policy was written by	Shereen Milledge (E-Safety lead)
This Policy was reviewed by	Shereen Milledge – Manager
Adopted by	Staff and Directors
Date	November 2022
Review Date	November 2023

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
October 2020	Service provider – Clear Business Shereen Milledge and Sandra Cawsey have remote email access Web host – GoDaddy Removed - We obtain written permission from parents and carers at the time of registration to use their children's images in photos and videos on the website. The maintenance of the website is the responsibility of Sandra	Sandra Cawsey	Rotherfield Pre-School Staff and Directors

	Cawsey Published website content responsibilities are to Sandra Cawsey. Removed - The website offers links to relevant websites including – Ofsted, The Charity Commission, East Sussex County Council, Rotherfield Village Website, Local Primary Schools and The Pre-school Learning Alliance. Added – Website Links: Digiduck stories, NHS Kawasaki Disease and COVID19 health information, Parents' Guide to the Early Years Foundation Stage Framework, Department of Education - What to expect when, Professional association of childcare and early years – Preparing your child for starting school. Added mobile phone as replacement for walkie-talkies. Updated LADO contact Added KIDS YOUTUBE		
May 2021	Added responsibilities to the policy statement. Added The use of smart watches with camera's are not permitted.	Sandra Cawsey	Rotherfield Pre-School Staff & Directors
Nov 21	Changed name of lead, removed "occasionally there is a need to use of another mobile on an outing", removed "parents get a letter on their first day explaining tapestry and their unique code." Removed, "office pc's are backed up weekly, device is kept off sight at a secure place in Managers house." Merged internet use and acceptable use policy into one document.	Shereen Milledge	Rotherfield Pre-School Staff and Directors
Nov 22	No change needed	Shereen Milledge	Rotherfield Pre-School Staff and Directors