**E safety Policy**

This policy includes: use of photographs at Preschool, acceptable use policy and the use of photographs. Castor & Ailsworth Preschool accepts that in the 21st Century the internet and social media are inherent to people’s lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

Use of the internet at Preschool

The staff are permitted to use the internet on the Preschool computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme or video footage for the children.

Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks away from children and this time must be approved by the manager.

Use of e mail

E mail can be used by staff for work purposes from the Preschool computer but only sent through the Preschool e mail account (admin@castorpreschool.org.uk)

Manager has own email address within the preschool email account;

[kerry@castorpreschool.org.uk](mailto:kerry@castorpreschool.org.uk)

The SENCO has an email account to use for SEN emails only;

[sencocastorpreschool@yahoo.com](mailto:sencocastorpreschool@yahoo.com)

Where a member of staff wishes to send information via the Preschool e mail account they must obtain strict permission of the manager.

E mailing of personal, sensitive, confidential or classified information should be avoided and if necessary to do so should be at the express consent of the manager.

Staff are asked not to contact parents from their personal e mail accounts nor give out their personal e mail addresses.

IPads

The iPad will be used to record children’s learning journey using the Tapestry app. PIN’s and password are kept confidential and ensured the passcode on the device is active to prevent others seeing this data.

Pictures of children taken on the iPad will be taken directly in tapestry or, if taken using the camera on the device, uploaded to Tapestry as soon as possible and then deleted. This will be monitored by the Preschool Manager every halt term.

We will not share, publish photographs or information relating to the children in the setting anywhere other than on Preschool secure Tapestry Learning Journey.

Staff are encouraged to use the iPad with children during sessions if appropriate for their learning, however children must be supervised at all times to ensure internet safety.

The children’s tablet device is loaded with age appropriate games by staff and agreed by the Manager but not accessible to internet access thereafter. Therefore, children can safely use this tablet unsupervised.

The staff IPads do go home with staff so if staff need to work on learning journeys from home they can however, the manager should be aware of where the device is. In order to achieve this, staff members sign their IPad IN when leaving at preschool. Staff will sign a contract that outlines safety procedures to ensure their IPad is stored safely and password codes are kept confidential. Parents will have given permission on registration for work to be complete at home.

On occasion’s children’s group activity photographs or video clip will be sent on Tapestry, with their permission obtained from parents on registration, to keep in touch with their child’s activities.

**Use of photography**

**Publishing Pupil’s Images and Work**

On a child’s entry to the Preschool, all parents/carers will be asked to give permission to use their child's work/photos for various purposes. See Photograph permission document.

This consent form is considered valid for the entire period that the child attends Preschool unless there is a change in the child’s circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information.

Parents or carers may withdraw permission, in writing, at any time. Pupils’ names will not be published alongside their image and vice versa. If we use an individual image of a child then we will not use the name of that child in any accompanying text. If we name a pupil, no photograph will accompany the article.

We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website.

To safeguard your children all photographs are taken ONLY on the staff IPads and not individual’s cameras or mobile phones. Photographs are then stored on the Preschool manager’s computer only for periods of time stated in the Photograph policy. ONLY photographs to document children’s development or to share information on the web site/ displays in the setting should be taken whilst at Preschool.

We appreciate that many parents will want to record their children at special events, for example the nativity plays. However with respect to other family’s privacy we ask them to agree to only publishing pictures or video footage of their own children on social media sites.

Mobile phones with cameras

Staff will be asked to leave all their mobile phones in a safe place on entering the Preschool (this will be on the high level window sill in full view of everyone at all times and on the door in main room). If a member of staff needs to use a phone they may use the Preschools own land line phone, or their own whilst on a break off site with permission.

Visitors.

The same applies to visitors and any volunteers/ students who are on site as above.

Social Media/Facebook

Castor & Ailsworth Preschool accepts that staff may choose to accept friend requests from parents on social media sites. However this policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

1. When using social media sites/Facebook no reference should be given to specific children or parents by name.
2. No pictures taken at the nursery setting should be published on personal social media pages/Facebook.
3. If staff have chosen to accept friend requests from parents of children at Preschool they are not to discuss any aspects of preschool, staff, children or families.
4. Social media sites should not be accessed on the Preschool computer.
5. Staff may access their own social media pages from their own phones but only during their agreed breaks and away from the children.
6. If any concerns about information on social networking sites the Manager will be contacted immediately.
7. We will ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

Facebook

Castor & Ailsworth Preschool has a Facebook page available. This is a communication and advertising tool for the setting. We will use it to

• Promote certain events

• Update parents on staff training & development

• Give hints and tips for activities the children have enjoyed and home learning ideas.

• To give news and reminders

• To show photos of activities, trips or special events (no faces or names)

The Preschool manager (including deputy) are the page administrators and will update the page on a regular basis.

They reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

• Name specific individuals in a negative way

• Are abusive or contain inappropriate language or statements

• Use defamatory, abusive or generally negative terms about any individual

• Do not show proper consideration for others privacy

• Breach copyright or fair use laws

If you would like to report an inappropriate comment then please send an email to kerry@castorpreschool.org.uk or 01733 380190

Acceptable use policy

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and will have a copy in their personal files, and adhere at all times to its content.