

E-Safety Policy

This policy includes sub-sections on: Safe use of photographs/video and Acceptable use policy. Sunflowers Pre-School accepts that the internet and social media are inherent to people’s lives and is important for sharing information as well as being a useful learning tool. However, we are also aware that this global network comes with it its own risks and challenges. We therefore have set out the following guidelines to protect the children, staff and parents/carers who use our setting. Manager Louisa Cowler has responsibility for ensuring this policy is adhered to always, but all staff and volunteers need to support this by following these guidelines.

Shared use with Thorley Hill Nursery

* At the end of the morning nursery session the computer will be logged off and Sunflowers Pre-School can be logged on by the manager or deputy manager.

Use of Internet

* Staff are permitted to use the internet on the computer in the building and the ipads providing it is for the educational benefit of the children in their care.
* This may include gathering information, images or to use an age appropriate learning programme or video footage for the children.
* Any new websites should be checked before the children are in the setting to ensure there are no inappropriate adverts etc.

Use of email

* Email can be accessed using the computer and ipads for work purposes but only emails sent through the pre-school’s account- [sunflowers.preschool17@gmail.com](mailto:sunflowers.preschool17@gmail.com)
* Permission must be sought from the manager or deputy manager before the email account is accessed by any member of staff/volunteer.
* Staff are not allowed to contact parents via their own personal email or other contact details.
* Emailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the manager. All staff should read and adhere to the settings data protection policy.

Safe use of photographs/video

Tapestry

* At Sunflowers Pre-School we use an online learning journal called Tapestry. On a child’s entry parents/carers sign a permission form to say they give permission for us to use their email to set up an account for them and to send their child’s observations and other information using this online tool.
* Another aspect of this form is for them to sign to say they will not share any of this information on social media or for anything other than their own personal viewing.
* Staff are aware that they are only to use the tapestry app on the ipads to complete observations on children and only have access to children that attend Sunflowers Pre-School. Manager Louisa Cowler checks and approves all observations before they are sent to parents/carers and added to that child’s journal.

Photo/video/children’s work use

Photos and work of children and on occasion videos may be used in the following ways: -

* For displays in the building to celebrate children’s learning.
* For the Sunflowers Pre-School Facebook page- only photos of the children playing without faces will be used in this promotion.
* For promotional resources- only photos of the children playing without faces will be used for this purpose.
* If, on occasion we would like to use photos of the children for media publication, specific permission form parents/carers will be sought beforehand.
* Full names are never publicised in any way, even on work displayed on walls.
* To safeguard the children all photographs are taken only on the ipads from the setting or the Sunflowers work phone of ‘no face’ photos for promotional use. These photos are only stored for as long as is deemed necessary and only on the computer/ipad in setting.

Parents taking photos

* We appreciate that parents/carers may want to record their children at special events, eg plays. However, with respect for each others privacy we ask that any photos/videos taken do not get shared onto social media and are only for parents/carers personal use.
* Any reports of parents not complying with this request will be further investigated by the manager.

Staff personal use

* Staff are asked to leave their own personal mobile phone in a safe storage place when arriving in Pre-School. All staff should let next of kin/children’s schools etc know the pre-school work number and that they won’t be able to access their phone during work hours.
* If a member of staff needs to make a personal call, they may use the Sunflowers work phone or access their personal phones on a break off site.
* When off site for an outing this policy also applies.
* All visitors and volunteers will also adopt this use of personal phones.

Social media

* Sunflowers Pre-School understands that there may be occasions when a member of staff is friends with a parent on Facebook or other social media sites. However, it is important they are aware of the implications and risks and take appropriate precautions.
* When staff use social media sites no disparaging remarks should be made about the setting, employer or colleagues of Sunflowers Pre-School or Thorley Hill Primary School. Any posts should be respectful and professional.
* There should be absolutely no reference made regarding any children, parents/carers of these settings for any reason. Any cases of this not being abided by will be considered a breach of the setting’s confidentiality policy, the staff code of conduct and staff contracts. Therefore, may result in disciplinary action.
* Be aware that if your privacy settings are not set to ‘friends only’, anyone can search for you and access your profile. We advise that full names and addresses also be avoided being published publicly too.
* If you are concerned about any aspect of social media or feel at any point you are being a victim of a form of cyberbullying, please contact the manager as soon as possible.

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| Policy date: 01/09/2018 | Review date: 01/09/2019 |
| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School Manager |

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OFSTED URN- EY546049



Acceptable Use Policy Statement

This policy should be used in conjunction with the e-safety policy and lays out the points that all staff should be aware of and abide by always. If you have any concerns or need clarification please talk to the e-safety lead and manager, Louisa Cowler.

1. I will comply with the Sunflowers Pre-School e-safety policy.
2. I understand that the settings ICT system is not for my own personal use and if used for a purpose not permitted may result in disciplinary action.
3. I will only use the settings email/internet for professional purposes.
4. I will not install any new hardware/software/apps without the permission of Louisa Cowler.
5. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will only take, store and use photos/videos of children in the setting in line with the e-safety policy.
7. I will make sure my online activity both inside and outside the setting will not bring my professionalism or the settings reputation into disrepute.
8. I agree to follow this acceptable use statement and to support the appropriate, safe use of ICT throughout the setting.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_