**E-safety and ICT Policy and Producer**

At Pegasus Childcare Centre, we recognise the value that communication and technology plays in the learning and development of the children. Children are given regular access to ICT equipment, to develop skills that are vital life-long learning.

We acknowledge that there are potential risks involved, and therefore follow this policy to ensure E-Safety is followed for the benefit of the children, parents, staff and visitors to the centre.

Pegasus Childcare Centre provides the use of tablets, computers, smart board and internet facilities for children and staff.

The tablets allow staff and children to record activities going on in the centre. The computers, smart board and internet provide opportunities to enhance education by helping with activities, uploading observations and doing assessments and providing information for the planning of activities.

Contents of this E-safety and ICT policy and procedure –

* Procedures
* Emails
* Digital Photographs / Recording
* Facebook and Social Media
* Computer and Internet use at the Centre
* Rule for Responsible Internet Use
* Mobile Phone
* Responsibilities

**Procedures**

**Information Communication Technology (ICT) equipment:**
- Only ICT equipment belonging to the setting is used by staff and children.
- Management is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- Management ensure that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet use:
- Children do not normally have access to the internet and never have unsupervised access.
- Staff access the internet with children for the purposes of promoting their learning.
- The Management team has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.

- Children are taught the following stay safe principles in an age-appropriate way prior to using the internet.
# Only to go online with a grown up
# Be kind Online
# Keep information about me safely
# Only press buttons on the internet to do things I understand
# Tell a grown up if something makes me unhappy on the internet.

Management team will also seek to build children’s resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
If a second-hand computer is purchased or donated to the setting, the management team will ensure that no inappropriate material is stored on it and it has been reset to the factor setting before children use it.
All computers for use by children are located in an area clearly visible to staff.
Children are not allowed to access social networking sites.
Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination 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 is reported to the National Crime Agency’s Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk)
The management team ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 8005000 or [www.nspcc.org.uk](http://www.nspcc.org.uk) , or Child Line on 08001111 or [www.childline.org.uk](http://www.childline.org.uk)
Staff using personal computers at home for the purposes of work are made aware that they should be protected by secure passwords and have recognised security software installed.

**Emails**:
Staff to send personal information by encrypted email and share information securely at all times.
Parents, carers, staff and children are not permitted to use nursery equipment to access personal emails unless prior permission has been given by management.

**Emails from home:**
It is recognised that the staff team, management and committee members may communicate via email outside of working hours. Pegasus Childcare Centre advises that any personal devices used by staff and management are locked with a security password and have security software installed. Pegasus Childcare Centre will provide all staff members, management with their own work email access by Microsoft.

**All emails/ messages should adhere to the following:**

The names of children should not be used and instead initials of the child will be used in place of their names but kept to a minimum.
Correspondence should be polite, respectful and remain professional
Any abuse or breaches of confidentiality by any staff members / management / committee member associated with the centre is strictly forbidden and will not be tolerated and disciplinary action may be taken.
All suspected cases must be reported, Pegasus Childcare Centre will record all incidents and act on them immediately.

**Digital Photographs/recording**

Photographs taken for the purpose of recording a child or a group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage, however it is essential that photographs are taken and sorted appropriately to safeguard the children in our care.

Parents/Carers are requested to provide written consent to the use of photographs taken in the setting. Parental consent will also cover outlines which take place away from the setting but which are managed outings overseen by Pegasus Childcare Centre and their staff. Consent form is in each child’s individual welcome pack.

**Facebook and Website** –

Pegasus Childcare Centre has an account on Facebook which is 1 open group and also a website which is public. These pages do feature the children of the centre but only with prior written consent from the parents / carers when they join us here Pegasus Childcare Centre.

Confidentiality by 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.
Uploading of any photos should only be done with permission form by a member of the management team.

Parents / Carers have the ability to upload their own photos from home.
Staff and parents / carers are aware that any photos that are uploaded to social media must not be shared or downloaded.

Anyone shown to be in breach of these policies may be liable for instant dismissal or loss of placement here at Pegasus Childcare Centre.

Students on work placement sign to say they will abide by our student placement policy and maintain confidentiality at all times. Any reported breach of this agreement will result in immediate termination of their placement with Pegasus Childcare Centre, and notification will be sent to their educational establishment.

All staff are aware and understand that they must not befriend parents on social media or talk about any centre business online.

At no point should Pegasus Childcare Centre upload photos of a child’s face and/or name on social media. Consent form for parents/carers is in each child’s welcome pack.

No person, other than members of staff employed by Pegasus Childcare Centre will be permitted to take photographs with any camera or tablet without prior written consent of each child’s parent/carer.

**In summary:**

* Consent of photographs is obtained from Parent/Carer on admission as part of the registration process
* Children will have access to a tablet where they are able to play educational games and/or take photos. The photos will be downloaded or deleted termly.
* Staff will only use the Pegasus tablet to take photographs to support the recording of activities or events or to support child's tapestry and these will be downloaded or deleted termly.
* No cameras are prohibited within the toilet / nappy changing areas
* Only photos and/or videos of children's work with no name and activities will be posted on the Pegasus Childcare Facebook page or Pegasus Childcare Centre website. No names or faces will be allowed on the page.

**Computer and Internet use in the centre -**

The computer system is owned by Pegasus Childcare Centre and has appropriate software to ensure safe internet use.

Pegasus Childcare Centre 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
* Use for gambling is forbidden
* Copyright of material must be respected
* Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden

**Rule for Responsible Internet Use**

**Staff,**

* Each staff member will have their own log in details
* Management can oversee and access all files form other member of staffs log in
* Staff member will make sure that their log in is set that if there is been no activity within at least 5 minutes will atomically log out, and the staff member’s password must be entered again to continue.
* Laptop / computer are not left open to other to see
* No visitor is left attended with the computers / laptop
* No sensitive, confidently or safeguarding information is not left on the screen unattended at any point
* All internet activity should be deemed appropriate
* Computer will be used only for agreed reasons
* Computer sticks/disc will not be used without prior permission

**Students and Volunteers**

* All internet activity should be deemed appropriate
* Computer will be used only for agreed reasons
* Computer sticks/disc will not be used without prior permission
* Permission will be requested before using the internet
* Personal Social networking sites should not be accessed via work computer or during work hours. (this is only allow on staffs/students/volunteers phone on their break)
* Computer files may be checked and the internet sites visited may be monitored

All staff / students and visitors must adhere to the above. Any breach of these could result in disciplinary procedures and may result in termination of their contract.

**Children**

* The setting will work with parents/carers to ensure they are aware of internet use,
* Children will use only age appropriate software in the setting
* Age appropriate and educational games are to be played
* All internet activity should be deemed appropriate and will be strictly limited and used with adult supervision
* Personal details will not be shared over the internet
* Arrangements to meet others will not be via the internet
* Staff will have sessions/talks about internet safety with children
* Internet sites will be monitored at all times
* Any inappropriate materials sent to the computer must be reported to the manager
* We will not allow the children internet access unless it is accessed by an adult
* We will display the Rule of Safe Internet Use at all times
* Only allowed on the internet using the tablet or smart board in the main room so all staff can see and hear.

**Mobile Phones**

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care. We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education. Mobile phones must not be used during work hours - Only during break time - away from children

Mobile Phones must be kept on silent during working hours and ideally kept in staff members personal belongings in their bag or in the office.

Mobile phones may only be used on a designated break and only in a child free area of the nursery . Ideally a nursery mobile should be used on outlines, however in the event that this is not available Management may use mobile phones on outlines for nursery/emergency use only.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager. Concerns will be taken seriously, logged and investigated appropriately.

The manager or deputy manager in her absence, reserves the right 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 members dismissal.

**In summary :**

* Staff may not carry or use their personal mobile phones whilst working in the setting
* Setting telephone number should be given out to be used as an emergency contact for staff
* Staff are allowed to use their mobile phones during breaks
* Staff may not use any camera facility on their mobile during a session

**Social Networking Sites**

* Staff should at no time post anything regarding children, their parents/families or other staff at the setting.
* No photographs from the setting may be used or ones which identify the setting of children from the setting
* Photographs of other members of staff to be used without their consent
* Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings
* Maintain professionalism whilst using social networking sites.
* Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate should make their Manger aware.
* For more information, see Social Networking Policy.

**Responsibilities:**

The responsibilities of the management team 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 follow this policy and put it into practice.
* To make sure the parents are aware of this policy.
* To manage all concerns or worries to protect all the children, staff and families at the centre.

The responsibilities of the staff are:

* To read and confirm understanding of this policy
* To work in accordance with the terms of this policy
* Report any concerns or worries to management to protect all children at the centre.

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.

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Date of Implementation** - September 2017

**Date Reviewed**- September 2019          **Date Reviewed and updated** - September 2021

**Date Reviewed and updated** – September 2023       **Date Reviewed** - ……………………