**CAPEL PRE-SCHOOL** Reg Charity No: 271366

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**E-SAFETY POLICY**

**Statement of intent**

At Capel Pre-School we recognise that information and communication technology (ICT) plays a part in the learning and development of children, we acknowledge that it must be used safely, and that the potential risks involved should not be ignored.

In the following Policy, Capel Pre-School endeavours to ensure E-safety is assured to all users of the Pre-School, whether they be a child, parent, staff member or visitor.

Our designated safeguarding lead for Child Protection, supported by Staff and Management Committee, ensures this Policy is upheld by staff and parents alike. Capel Pre-School trusts that all adults will respect and uphold this Policy thereby maintaining E-safety and preventing any potential risks occurring.

**Internet use**

At the setting the Pre-School has a computer but there is no Wi-Fi currently available in the hall for the children to access. If/when this changes this Policy will be reviewed.

Staff using personal computers at home, are made aware that they should be protected by secure passwords, and they should have recognised spyware software installed.

**E-mails**

The Pre-School has a designated website and email address for professional correspondence which is password protected. Parents are given this information when expressing an interest in the Pre-School, and again on registration.

The password should be available to the Pre-School Supervisor, the designated safeguarding lead, the Chair and the Ofsted Nominated Safeguarding lead (who at present is Alison Smith, Administrator). To divulge this to outside persons is considered a breach of data protection and will be treated as such.

**Personal e-mails**

The Pre-School recognises that the Staff and Management Committee will communicate via email outside working hours. The Pre-School requests that personal computers are locked with a security password, and have spyware downloaded as a matter of course.

* The use of children’s names should be kept to a minimum.
* Correspondence will be written in a polite, respectful and non-abusive manner.
* Any abuse or breeches of data protection by any adults/ students associated with the Pre-School is strictly forbidden, and will be dealt with accordingly.
* All suspected cases must be reported immediately to the Designated Safeguarding Lead or the Chair, the Pre-School will record all incidents and act on them immediately.

**Storage of documentation**

Capel Pre-School recognises that personal computers are used to create working documents for the Pre-School, in terms of registers, invoicing and planning for instance.

* All home computers must be password protected
* Work documents placed in locked bags, cupboards or cabinets
* Only acceptable use is permitted
* Personal details are kept to a minimum
* All data protection is assured, with breaches considered serious misconduct, and dealt with accordingly.

**Social networks**

Capel Pre-School is a member of any social networking site Facebook, it recognises that staff, students and parents may hold personal social networking accounts, and that situations may arise when staff and/or children may be discussed. Any abuse or breeches of data protection by any adults/ students associated with the Pre-School is strictly forbidden, and will not be tolerated. All suspected cases must be reported immediately to the Designated Safeguarding Lead and the Chair. The Pre-School will record all incidents and act on them immediately.

* Confidentiality by staff is ensured within their terms and conditions of employment, any data protection breech of this will be dealt with accordingly.
* Students on commencement of placement sign to say they will abide by our student policy and maintain data protection at all times. Any reported breech of this agreement will result in immediate termination of their placement with the Pre-School, and notification to their educational establishment.

**Use of camera**

* Safeguarding means cameras belonging to staff are not permitted in the Pre-School
* The Pre-School provides an authorised digital camera for use by staff.
* Parental permission is sought before any photographs are taken of children, this informed consent includes information on how photographs are stored, and retrieved and may be used.
* 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, once consent is granted.
* The Pre-School Supervisor/Deputy take responsibility for the memory card.
* Parents are not permitted to take any photographs of any children at social events held at the Pre-School, or on visits without prior agreement of all parents present.
* Photos will be displayed on the digital photo frame in the setting during Pre-School hours so that parents can see what activities the children have been doing during the week.

**Professional photographers**

The Pre-School uses Emma Hall Photography within the setting; this is by arrangement with the staff and Management Committee.

Under no circumstances will any child be left alone with a Photographer at any time.

If no photographs are requested by parents, all proofs are kept by the parents for their safe destruction.

**Mobile phones**

* Mobile phones may be used if absolutely necessary in the Pre-School, but their use will not detract from the quality of supervision and care of children.
* Staff using personal mobile phones, do so at the discretion of the Pre-School Supervisor/Deputy. When authorised Pre-School trips take place whilst the Pre-School is in session, the senior staff member on duty (on the trip) is authorised to carry their personal mobile for Pre-School use and/or the Pre-School mobile, and this will be recorded
* Contact lists are taken on all trips; no Pre-School numbers will be stored on personal mobiles.
* All personal mobile phone use is open to scrutiny by the Designated Safeguarding Lead, Pre-school Management and Ofsted, and as such is recorded.
* Personal mobile phone use may be restricted/ withdrawn at the discretion of the above.

Staff mobiles are stored safely within the setting.

**Parent/visitors mobile phones**

* Parents/visitors are requested not to use mobile phones in the setting.
* On authorisation of Supervisor/Deputy mobile phones may be used in an emergency. This will be recorded by the Designated Safeguarding Lead, Supervisor or Deputy.

**CCTV**

Capel Village Hall Car Park and part of the hall building is monitored on the outside by CCTV. The area covered includes some of our outdoor play area. These cameras are owned by the Parish Council and are only viewed by the Parish Council Clerk and the Police after an incident, such as vandalism, have occurred