

E-Safety Policy

Policy Statement

Cranborne Pre-school has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding Policy in relation to electronic communications of all types.

Introduction

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the Pre-school can play a vital part in starting this process. Children will learn what to do if they see something they do not like on ICT equipment.

Our E-safety Champion is Kerry Goodwin and the E-safety Committee Member Champion is Karen Richardson. Together they have overall responsibility for ensuring the safety (including online safety) of all staff, volunteers and members of the setting.

The E-safety Champions should be aware of the procedures to follow in the event of a serious online safety allegation being made against a member of staff or volunteer. The E-safety Champions are responsible for ensuring that all staff/volunteers receive suitable training and are aware of the settings policies and procedures. They will also ensure that online safety policies are regularly reviewed and updated.

Procedures:

Staff should:

- Ensure they are familiar with the settings e-safety policy and procedures to be followed in the event of an online safety incident taking place
- Ensure that they have read, understood and signed the Staff/Volunteer Acceptable User Policy (AUP).
- Report any suspected misuse or problem to the E-safety Champions (Kerry Goodwin or Karen Richardson), particularly where it is believed that a child's welfare is at risk.
- They are aware of online safety issues particularly those related to the use of mobile phones, cameras and handheld devices including ipads for Tapestry, and that they monitor their use and implement group policies with regard to these devices.
- When using social networking sites such as Facebook, staff must remember that they are in a professional position and are responsible for the care and education of children.

- Behave appropriately when on the internet and should not discuss their work or any persons connected to their work.
- Not encourage parents as friends on social networking sites.
- Only take images of children and /or staff for professional purposes, in accordance with the setting policy and using the setting's equipment. They should also ensure that the parent/carer of any child has given written consent.
- Not upload any photos of other staff, or children and their families on any site other than Tapestry (except for nominated individuals who may upload such photos onto the Pre-school website after gaining written permission from the staff or parent/carer).
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

Any communication or content published, that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.

Parents and Carers:

Technology is moving at a fast pace, most people use the internet and many regularly use social networking sites. This policy is not intended to stop parents using the internet and social networking sites but is to raise awareness of areas of conflict which may arise. All parents like to take photographs or videos of their child at Pre-school plays and events. We all share a responsibility for safeguarding children and therefore any photographs or videos taken at any Pre-school event are for **Private Use Only**. Parents should not put pictures of others people's children taken at Pre-school events onto the internet or on a social networking site or used in any public media. By doing so you may unintentionally be putting children and families at risk.

Please see the following policies for more information:

- Safeguarding Policy
- Acceptable User Policy
- Tapestry Policy

This policy was adopted on.....

Date to be reviewed

Signed on behalf of the Committee.....

