

# E-Safety Policy



It is recognised by Mereworth Pre-School that the use of technology presents particular challenges and risks to both children and adults inside and outside the setting. The welfare of the children in our care is paramount and it is our duty to protect all children by complying with all relevant legislation.

This policy is implemented along with our child protection policy in relation to electronic communication of all types.

Mereworth Pre-School identifies that the issues classified with online safety are considerable but can be broadly categorised into these three areas of risk:

- Content – being exposed to illegal, inappropriate or harmful material
- Contact – being subjected to harmful online interaction with others
- Conduct – personal online behaviour that increases the likelihood of or cause harm

Below are the procedures we follow to keep our children safe:

1. Members of staff with appropriate skills, interest and expertise regarding online safety are encouraged to help support the DSL (Designated Lead), and deputy DSL as appropriate. However, the DSL is acknowledged as having the overall responsibility for online safeguarding within the setting.
2. Mereworth Pre-School recognises the specific risks that can be posed by mobile phones and cameras, and in accordance with the EYFS 2017 has appropriate policies in place that are shared and understood by all members of the community. Further information about specific approaches relating to this can be found in the settings policy folder on the website. (Acceptable Internet use and social networking policy, Use of mobile phones and cameras).
3. Mereworth Pre-School does not currently use any devices which are connected to the internet with the children. Neither do we use any apps or videos that have been downloaded from the internet. However, we are aware that most children use these facilities at home and so all children starting Pre-School are given a copy of Digital Parenting magazine along with a letter addressing digital safety issues and online safety. Mereworth Pre-School will support parents/carers and the wider community (including all members of staff) to become aware and alert to the need to keep the children safe online.



4. Mereworth Pre-School will ensure that appropriate monitoring systems are in place when staff access systems and internet provisions. For staff using Pre-School laptops a passcode is in place. Sensitive information also has an additional passcode known to the DSL and manager. Staff only use the internet for Pre-School related tasks, e.g. looking for information on Kelsi or purchasing resources. Internet history is monitored by the DSL. If any caused for concern is shown through this monitoring process information will be pass on to the manager who will deal with the incident in line with staff safeguarding procedures.
5. If in the future children begin to use devices connected to the internet during Pre-School sessions these devices will have appropriate filters and monitoring systems applied and this policy will be immediately reviewed.

## **Mereworth Pre-School Website**

Mereworth Pre-School has an active website, [www.mereworthpreschool.co.uk](http://www.mereworthpreschool.co.uk) . The contact information given on the website is the Pre-School address, email and telephone number. No staff or children's personal information is published. Children's names will not be published anywhere on the website. Photo's of children may be published on the website with prior parental consent. Consent is routinely sought during the admissions process via consent forms. Photo's will be selected carefully and always with signed permission.

## **Emails**

Children do not have access to emails. Only the admissions officer has access with a password to the Mereworth Pre-School emails. Any information that is emailed to parents will be via the admissions officer.

## **Social Network Sites**

Mereworth Pre-School has a Facebook page to provide information to parents only. Staff are not permitted use the Facebook page. The Mereworth Pre-School Committee Secretary and Chair are the administrators for the page. All posts go to the administrator for approval before being posted on the page. The page is a closed group, meaning posts can only be seen by members and not the public. To become a member, approval will need to be given by the administrator. Further information is given in the Acceptable Internet use and social networking policy.

## **Mobile Phones**

Mobile phones are stored in a box in the kitchen during Pre-School hours. Staff may access their phones during their lunch break away from the small hall where children are eating their lunch. Visitors to Pre-School will be asked not to use their phones/cameras or devices whilst at the setting. The kitchen is always locked unless there is a member of staff in there. For further information please see the Use of mobile phones and cameras policy.



## **iPad**

Mereworth Pre-School uses iPads to record images of children's activities and achievements. Photos and observations are only taken using the 'Build a Profile' program. The content of these photos and observations is monitored weekly by the setting manager. Use of any other functions on the iPad is not permitted. Children are not permitted to use or handle the iPads and a password is required to access the home screen. The iPads are only used for taking photographs within the Pre-School setting. They are stored in a locked cupboard. Photos taken will be used for display purposes and for children's individual profiles in accordance with permission obtained from parents.

## **Photographs taken by Parents**

It is made clear to parents prior to Pre-School events, that any photographs taken must be for personal use only and must not be uploaded to social networking sites if they contain images of children other than their own. This is made clear to parents in writing as part of the admissions process, a verbal reminder is also given at the start of any events. Emails to remind parents are also sent out prior to events.

## **Handling of e-safety complaints**

Complaints of e-safety misuse will be dealt with the manager or DSL. Any complaint about staff misuse must be reported to the manager or DSL. The Pre-School complaints procedure will be followed in the event of any cases of misuse.

# E-Safety Policy



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| Date of Policy:          | May 2018 |
| Date to be reviewed:     | May 2020 |
| Signed by the Manager:   |          |
| Signed by the Committee: |          |
| Name of signatory:       |          |
| Role of signatory:       |          |