

## E-Safety Policy

### Aim

E-safety relates to the internet and wireless communications including mobile phones, cameras, web-cams, ipads and desk-top computer. Technology provides many opportunities as it contains a wealth of information but it does have some risks. Safeguarding is everybody's responsibility and therefore an agreed, shared approach will be promoted by all and this policy outlines processes to protect safety. These processes will help us to work safely and responsibly and it will minimize the risk of misplaced or malicious allegations made against adults.

We believe that unlawful or unsafe behaviour is unacceptable and that where appropriate disciplinary action will be taken.

The registered person is Bryony Creed and her responsibility is for ensuring the e-safety policy is put into practice within the requirements of related legislation –

The responsibilities of this role will be –

- Keeping a log and report e-safety incidents
- Include e-safety in staff training/induction and through professional development and across children's learning and development which in the setting will be through a child's online learning journal – Tapestry
- Promote an e-safety culture
- Keep up to date with information and ensure relevant information about emerging issues are shared with staff, alongside local and national awareness campaigns

### Guidelines

A full list of phones/tablets/desktop computer are included in the Safeguarding Policy Create a clear monitoring, evaluation and review procedure to ensure a safer online culture

Staff to read and sign an acceptable use policy (AUP) which will also be shared with parents on registration (in their Welcome Pack) so they are aware of the safer online processes

Discuss e-safety at staff meetings

Photos are only to be taken using either of the settings tablets or the nursery camera phones where images are then shared on Instagram or Facebook. No faces of children are ever shared on these social media areas as the profiles are open

Login to online learning journals should only be done on the following technologies – nursery tablets/nursery phones/desktop computer

This policy will also be shared with parents/carers to help promote online safety within the setting, home and social environment

Reporting and responding to an incident



Report your concern on a discussion form with the owner and manager

If there has been a report of indecent images of children or other unsuitable material is found then it is important that we DO NOT investigate the matter or evaluate the material as this may lead to evidence being contaminated which in itself can lead to a criminal investigation

#### Acceptable Behaviour

Online learning journal – Tapestry

Researching activities and resources using suitable language in the searches

Educational games to be carried out in the main rooms

Management online banking and nursery emails

Ordering resources

Ofsted, surrey and government websites

#### Unacceptable Behaviour

Checking personal emails on the work tablets or computer

Searching for inappropriate unrelated items

Including use of the settings or personal IT equipment to access inappropriate material such as adult or child pornography

Fostering online relationships with parents, children and young people from the setting

Social networking in staffs recreational time on their own computers must not compromise professional integrity or bring the setting into disrepute

Unacceptable behaviour will result in temporary dismissal and after investigation may result in permanent dismissal

All devices will timeout and require login using a code or password to access the device.

The internet at the setting is linked to the schools (Park Mead – landlord) and therefore website access is restricted.

The tablets are locked away daily and are randomly checked in both rooms to ensure images are appropriate.

Children are not able to access the internet freely.

The setting is registered with data protection with ICO.

#### Reporting criminal online content

You can report criminal online content to the Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk) or to CEOP <https://www.ceop.police.uk/Safety-Centre/>. Reports are confidential and can be submitted anonymously.



Who can give advice?

Refer to Safeguarding Policy

Key Legislation and Guidance

All staff must be aware of and know where to find copies of key legislation and guidance:

- Levels of Need Document
- Working Together to Safeguard Children
- Prevent Duty Policy Guidance
- Copy of the EYFS - section 3

Surrey's level of needs

- Level 1 - Single Agency Response
- Level 2 - Multi Agency Response
- Level 3 - Child in Need
- Level 4 - Risk of Significant Harm

All referrals should be reported to LADO within 1 working day and Ofsted to be contacted immediately after LADO has been contacted.

EYCS named person (for safeguarding children and allegations against staff):

Sally Duck / Angie Halstead / Ann Leong / Bryony Creed

The legal framework surrounding e-safety

The Computer Misuse Act 1990 (sections 1-3)

Copyright, Design and Patents Act 1988

Data Protection Act 1998

Malicious Communications Act 1998 (section 1)

Obscene Publications Act 1959 and 1964

Public Order Act 1986 (sections 17-29)

Protection of Children Act 1978 (section 1)

Protection from Harassment Act 1997

The Equality Act 2010

Regulation of Investigatory Powers Act 2000

Sexual Offences Act 2003

