**E safety Policy**

**Safeguarding and Welfare Requirements - Child Protection**

3.4. Providers must be alert to any issues of concern in the child’s life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant local safeguarding partners (LSP). The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting. To safeguard children and practitioners online, providers will find it helpful to refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations’.

3.5. A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSP. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course14 that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.6).

3.6. Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

At **Bishopthorpe Preschool Playgroup** we recognise that the internet should be considered part of everyday life with children and young people seem to be at the forefront of this online generation. Knowledge and experience of information and communication technology (ICT) should be considered an essential life skill. We promote developmentally appropriate access to computers and the internet in our setting, realising that this access provided in the early years will significantly contribute to our children’s enjoyment of learning and development.

Our children will learn most effectively where they are to be given managed access to computers and control of their own learning experiences; however, such use will carry an element of risk.

Our Manager and Staff, alongside the parents and carers, consider it to be their duty to make our children aware of the potential risks associated with online technologies. This will empower them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences.

**Aim**

This E Safety Policy will aim to outline safe and effective practice in the use of the internet. It will provide advice on acceptable use and effective control measures to enable children, young people and adults to use ICT resources in a safer online environment.

**Scope**

This Policy will apply to all individuals who are to have access to and/or be users of work-related ICT systems. This will include children, staff, volunteers, students, committee members, and visitors. This list is not to be considered exhaustive.

This E-Safety Policy will apply to internet access through any medium, for example, computers, mobile phones and adult and children’s tablets.

**Responsibilities**

Our Designated Safeguarding Lead is to be responsible for online safety and will manage the implementation of this Policy.

Our Designated Safeguarding Lead is Julie Morris and she will ensure:

* Day to day responsibility for online safety issues and as such will have a leading role in implementing, monitoring and reviewing the Internet Policy;
* All ICT users are to be made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place;
* Receipt, recording, monitoring and filing of reports should a potentially unsafe or inappropriate online incident occurs. This must include the creation of an incident log to be used to inform future online safety practice;
* All necessary actions are taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring;
* Regular meetings are to take place between the Committee and Staff to discuss current issues, review incident reports and filtering/change control logs;
* Effective training and online safety advice are to be delivered and available to playgroup Staff. This should include advisory support to children, parents and carers if necessary;
* Timely liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

**Procedures**

* The computer system is owned by Bishopthorpe Preschool Playgroup and has all available software to ensure safe internet use implemented;
* We reserve the right to examine or delete any files that may be held on the computer system or to monitor any internet sites visited on Playgroups laptops or tablets;
* All photos of the children will be taken on the playgroup iPad and uploaded only via the Tapestry App;
* Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden by Bishopthorpe Preschool Playgroup;
* Users are responsible for all e-mails sent and for contacts made that may result in e-
* mails being received;
* Use for gambling is forbidden;
* Copyright of materials must be respected;
* Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden and will result in disciplinary action been taken;
* Work email accounts may only be accessed on the preschool laptop or tablets, unless permission is given by the manager;
* No preschool-mail account may be accessed via a phone or small handheld device, unless the device has encryption enabled with password or pin set for access. This is to ensure the settings data is not put at risk if the phone is lost or stolen.

**Managing content**

The point of contact on the website should be Bishopthorpe Preschool Playgroup mail address, Playgroup main email, admissions e-mail and telephone numbers. Staff or children’s home information will not be published.

Website photographs that include children will be selected carefully and children’s names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website must be requested when each child starts at the Playgroup and parents/carers wishes are always followed.

**Rules for Responsible Internet Use**

Staff, Students and Volunteers:

* All Internet activity should be restricted to appropriate sites;
* Other user’s files will not be accessed without their permission;
* Computers/tablets will be used only for agreed and defined playgroup purposes;
* Computer discs/pen drives will not be used without prior permission from the Manager;
* Staff using e-mail will use the playgroup e-mail address. This address must not
* be used for personal e-mail;
* E-mail correspondence will be directed only to people who have been approved and messages sent will be polite, correct and responsible;
* Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting;
* Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.
* Only take images of children and/or staff for professional purposes, in accordance with setting policy. Ensure that the parent/carer of any child under 18 has given written consent;
* Ensure that any images are represented only in a positive context and are removed from playgroup websites when they expire;
* Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory;
* Ensure that your online activity, both in work and outside, will not bring your organisation or professional role into disrepute;
* Social networking sites should not be accessed via work computers or during work hours unless updating Bishopthorpe Preschool Playgroups own Facebook site and must be only be done on the playgroup phone or tablet. No other use of social media should be deemed appropriate on the work computer and personal social network sites should be accessed on your personal devices. This use on the work computer will be monitored and recorded;
* Computer files will be checked, and the internet sites visited will be monitored on Playgroups devices;
* All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of employment;
* Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to Bishopthorpe Preschool Playgroup.
* Awareness of the functions and capabilities of smart watches to be noted.

**Children:**

* Children will only access the internet with adult supervision. When working independently they will use online education game through the Kindle Fire children’s App which is limited to age appropriate content via Amazon;
* The setting will work with the parents to ensure they are aware of internet use;
* Children will use only age appropriate software in the setting;
* All internet activity should be deemed appropriate and closely monitored by all staff;
* Personal details will not be shared over the internet. Any inappropriate materials received by the computer must be reported to the manager;
* The internet sites visited will be monitored.

**Handling Complaints**

* Any complaints about the appropriate use of the internet or other technologies will be handled through the complaint’s procedure.

This Policy was adopted at a meeting of Bishopthorpe Preschool Playgroup

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Bishopthorpe Preschool Playgroup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory Chairperson

Date of next substantive review September 2022