



E-Safety Policy

To ensure the safety and welfare of children in our care we operate an e-safety policy to include use of the internet and Tapestry online learning journals. **Our E-safety Champion is Ruth Meaden and Deputy E-safety Champion is Becky Wallworth.** Together they have overall responsibility for ensuring the safety (including online safety) of all staff, volunteers and members of the group.

The E-safety Champions should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff or volunteer (see flow chart). 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.

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 Use Policy (AUP).
- Report any suspected misuse or problem to the relevant person (Ruth Meaden or Becky Wallworth), 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 the 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 with their work.
- Ensure all electronic communication with, parents, carers, staff and others is compatible with their professional role and in line with the policies of the setting.
- Not share work related information whether written or pictorial in any way or talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Ensure that there is no mention of the setting, names of staff, committee members or attending children or their families.
- Not encourage parents as friends on social networking sites.
- Not put online any text, image, sound or video that could upset or offend anyone connected to the setting, member of the community or be incompatible with their professional role.
- 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)
- Make sure that all photos placed on the pre-school website or Tapestry should portray those shown in a positive context.
- Respect the privacy and the feelings of others.
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Not engage in activities on the internet (whether in work or outside) which may bring the setting or its associated employees into disrepute.
- Have a duty to report any E-safety incident which may impact on them, their professionalism or the organisation.

Any communications 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. (see staffing policy)

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 other 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
- Camera, mobile phone and recording device policy
- Acceptable use policy

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

