



Berry Arbor Pre-school
Manor Hall
Birdswell Lane
Berry Arbor
EX34 9SF

Tel: 07932 851052

Email: preschoolberryarbor@gmail.com

E-safety Policy

Policy statement

Berry Arbor Preschool 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 preschool can play a vital part in starting this process.

In line with other preschool/nursery policies that protect pupils from other dangers, there is a requirement to provide children with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

1. Core Principles of Internet Safety

The internet is becoming as commonplace as the telephone or TV and its effectiveness use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

Berry Arbor preschool has no Wi-Fi contract and can only access the internet via 4G on the preschool phone and on staff phones.

The preschool uses a 'dongle' to access the internet on the preschool computer laptop and is topped up annually.

2. The E-Safety Policy is built on the following care principles:

Guided educational use

- Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

Risk assessment

- We have a duty to ensure children in the preschool are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Responsibility

- Internet safety in the preschool depends on staff, parents, carers and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the preschool's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

3. Why is it important for preschool children to access the internet?

The internet is an essential element in 21st century life for education, business and social interaction. The preschool has a duty to provide children with quality internet access as part of their learning experience.

The preschool internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use. Staff will guide children in online activities that will support their learning journeys.

The internet is also used in the preschool to support the professional work of staff, to allow effective planning and to enhance the preschool's management information and business administration systems.

4. How will filtering be managed?

The preschool committee member responsible for systems support will ensure that the appropriate filters are applied to the PC in the preschool. This committee member will also review the sites accessed.

Staff will monitor the websites being used by the children during preschool sessions.

If staff or children discover unsuitable sites have been accessed in the preschool room PC, they must be reported to the DSL committee member immediately so that filters can be reviewed.

The preschool committee will ensure there is sufficient funding and time made available for training should a new systems support officer be appointed.

5. Managing Content

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the preschool address and telephone number. Staff or children's home information will not be published.

Website photographs that include children will be selected carefully and will not allow individual children to be clearly identified. Children's full 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 is requested when each child starts at the preschool and parents/carers wishes are followed at all times.

6. Communication

Managing e-mail

- Children will not have access to e-mail.
- Staff using e-mail will use a preschool e-mail address. This address must not be used for personal e-mail.

On-line communications and social networking

- On-line chat rooms and social networking sites such as Facebook or Twitter will not be used in the preschool.
- Staff will not discuss individual children or their setting on Facebook, twitter or any other social networking site.

Mobile technologies

- The preschool mobile is to be used to make calls and contact parents, guardian and outside agencies.
- Staff are permitted to use their mobile phones in the preschool as there is no landline and communication is essential. The taking of photographs on mobile phones is strictly prohibited anywhere on the preschool site.
- Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the preschool.

7. Parents and e-safety

Parents attention will be drawn to the preschool e-safety policy.

8. Handling Complaints

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

Using computers and storing data

Objectives

- No information containing personal details of children and families at the setting should be stored on a home computer
- No photographs of children and families at the setting should be stored on a home computer
- If staff have to use their own computers for planning, observations or other documents containing children's names they should transfer the data to an encrypted memory stick and erase from their computer as soon as this is done
- Encrypted memory sticks should be held in a secure place if at home or at the setting
- Photos of the children should not be stored on the settings computer for longer than the time necessary to print them off
- Photos of children should not be stored on the settings camera once printed off
- The settings camera should be stored safely whilst the preschool is closed
- The two kindle fires have no internet access (no Wi Fi at present) so no image can be sent or download.
- Kindles are monitored during use and only have a select, age-appropriate game list.

Internet Usage

Aim

- That a duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting, for example our Berrynarbor Preschool Facebook page
- That we do not damage our reputation
- That we recognise our legal responsibilities

Objectives

- Sites to be aware of include: Social networking sites (i.e. Facebook, Twitter, Bebo, Myspace, Snap chat, Chat roulette), blogs (i.e. blogger), discussion forums (i.e. Mumsnet, Ming), collaborative spaces (i.e. Wetpaint. cloud), media sharing services (i.e. You Tube), microblogging (i.e. Twitter)
- All staff should bear in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation
- There will be no mention of the setting, names of staff, Committee members or attending children or their families
- Staff should not encourage parents as friends on social networking sites
- There will be no uploading of photos of staff, or children and their families on any site, including the Berrynarbor Preschool Facebook page
- Any communications or content you publish 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.
- Staff members may need to access the internet during session times for work related business.
- Staff are not permitted to use the preschool email address for personal correspondence.

- Children will be allowed to access the internet under supervision and appropriate settings will be used to filter inappropriate websites. Please also refer to our safeguarding policy.
- The internet provides a number of benefits for staff. However, when someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet.
- The principles set out in this policy should always be followed. If in doubt then details should be discussed in the first instance with the preschool leader.
- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work related information whether written or pictorial in this way.
- Staff members should respect the privacy and the feelings of others.
- Staff are in a professional position and are responsible for the care and education of children. Therefore, they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Our use of social networking applications such as Facebook, Twitter and others networks has implications for our duty to safeguard children, young people and vulnerable adults.

Berrynarbor Preschool Facebook page

We have three Facebook pages

- Berrynarbor Preschool - Administrator - Susanna Hands
- Berrynarbor Pre-School - Administrator - Ellie Harris
- Berrynarbor Preschool Fundraising - Administrator - Sarah Lewis

The administrators have full control of the page and is responsible for its content and anything that is published on the page. At all times this Internet usage policy is followed.

The pages are used for

- upcoming events such as fundraising
- changes in opening times
- fee prices
- advertising spaces
- children's activities

At no time will photos of children, their families or staff be uploaded onto our page without consent.

No personal details of any of our users be mentioned.

This policy was adopted at a meeting of Berrynarbor Preschool held on 15/01/2013

This policy was review and revised on 24/08/23

Signed on behalf of the preschool..... Date.....