



## **E-SAFETY POLICY**

Effective from 1 September 2018. Latest Review date September 2019

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### **Aim of this policy**

Our prime responsibility is the welfare and wellbeing of all children in our care. This policy is produced to define procedures within The Kindergarten at St. Joseph's to prevent the misuse of ICT. We agree with Sir Jim Rose "that used well, technology strongly develops the study and learning skills children and young people need now and in the future." We therefore have to ensure that it is used safely.

### **Procedures**

**Digital Technology** The setting has a digital camera and a number of Tablets solely for the use within the setting. The camera is downloaded as often as possible and the memory card is erased of its contents. Same with the Tablets. Photographs taken are for the purpose of monitoring the child's development but may occasionally be for publicity purposes. As part of the induction pack parent / carers are requested to complete a photograph consent form which gives them options concerning use for recording development journey, nursery website, press, other nursery publicity. Should the parents be in agreement, names will not be published with photographs. Photographs will be deleted from the Kindergarten's memory at the end of the academic year or sooner if possible.

Practitioners are not permitted to take photographs on their personal cameras or mobile phones of the children or anywhere in the setting.

**Staff Mobiles** Staff are required to leave mobiles in the secure environment of the office away from the children. Staff are informed that they are not to bring their mobile device onto site if they are aware of any inappropriate or illegal content. The setting has a landline should there be a need for a person to contact a member of staff in an emergency. In the case of an emergency and

the landline not be usable the setting has an emergency mobile phone. If it is not possible to use this the Manager's mobile may be used. Should a member of staff's mobile phone need charging, a power point is provided in the setting office. Visitors are also requested to leave mobile devices in the office and are not permitted to use them in the play areas. There are signs at various points in the nursery advising visitors of our policy.

**Internet.** There is internet connection in the office for the purposes of administration. The staff team are all permitted to use the office computer in order to access age appropriate resources for the children, for research and study purposes. It must not be used for accessing social networking sites or any website that is not relevant or appropriate. There may be internet connection to the computer in the nursery for the children's use. In this circumstance the computer monitors are turned so that a member of staff is always able to see the monitor. As far as possible parental controls are activated to ensure that only safe web sites are accessed. We have an IT specialist (Kevin Rourke) who supports our technology needs and advises us on safety.

**Tapestry** Tapestry is an online learning journey that we use to support the monitoring and assessing of children's development. We have researched and hold Tapestry's security policy and have taken its' advice such as;

- Informing parents when introducing them to Tapestry that the copying of images is prohibited. On formal agreements we will ask parents to sign a "Trust Statement" informing that they are not permitted to upload to social media sites.
- We give the staff training in the use of Tapestry, explaining sensible precautions such as keeping all access details confidential, and not permitting any material to be used without written permission from the parents/carers.
- We will delete staff from our Tapestry account once they have left our employment.
- We will prevent access to Tapestry from staff who are involved in disciplinary procedures.
- We will prevent access to Tapestry for parents whose children have been made inactive or have been deleted, unless they have other children at our setting.

**Social Networking.** Staff are asked to use social networking sites with caution. There must be no mention of the Kindergarten at St Joseph's nor should any anecdotal incidents be reported on them. Nor should it be used for communication between staff and parents. We do understand that we are a

community and that there are difficulties with asking staff not to be "friends" with parents but we ask them to respect our confidentiality policy and understand damage that can be done to our reputation which would lead to disciplinary procedures.

**Remote Access.** We use software for administration purposes and from time to time it may become necessary to allow remote access. At these times a member of the administration team will remain at the computer and observe the files being accessed and will be in a position to stop their access immediately.

We are registered with the Information Commissioners Office (ICO) and are aware of our duty in keeping data safe.

We have a quick link to CEOP on our website so any practitioner or parent can make contact if they have concerns about online abuse. Should it become known that there has been a misuse of information technologies by staff or parent, action will be taken by The Kindergarten at St Joseph's which could result in disciplinary action, dismissal, exclusion or legal action.

#### **Useful resources and websites and Legal Frameworks:**

<http://www.plymouth.gov.uk/documents-onlinetoolkit.pdf>

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

The Early Years Foundation Stage 2017

Independent Review of the teaching of Early Reading Jim Rose 2006