

Ramillies Hall Nursery and Holiday Club



E – Safety Policy and Procedures

Introduction

Digital technology has become an important part of our everyday lives both in work and personal environments, it offers exciting opportunities for development and learning. The nursery has a wish to provide children with quality internet access as part of their learning experience. However we have a responsibility under the Children Act 2004 to safeguard and promote the welfare of children and a duty of care to ensure that any online access is made as safe as can reasonably be expected.

The strategies outlined in this policy enable the staff at Ramillies to create a safe e-learning environment that:

- Promotes the teaching of E-Safety at an appropriate level to the children within the framework of the Early Years Foundation Stage for the nursery and beyond for those in Holiday club
- Protects children from harm;
- Safeguards staff in their contact of pupils and their own use of the internet;
- Ensures the setting fulfils its duty of care to both staff and pupils;
- Provides clear expectations for all on acceptable use of the internet.

Why internet use is important

The internet is an essential element in 21st Century life for education, business and social interaction. Current research shows that pre-school children are significant technology users, accessing the internet via a range of devices. The Nursery and Holiday Club has a duty to provide children with quality internet access as part of their learning experience and the internet is an essential tool for all staff as part of their role.

Our Commitment

At Ramillies Hall we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Section 157/175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Policy Statement

In terms of risk for children, this can be categorised into three areas:

- Content: Being exposed to inappropriate, harmful or illegal material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal on-line behaviour that increases the likelihood of, or causes harm.

The nursery will minimise the likelihood of risk in the following ways:

- Practitioners will be trained in E-Safety and will be encouraged to provide a good role model to children in their use of technology.
- Safe use of technology and professional conduct when using technology, the internet and Social Media will be form part of the induction process for all staff.
- Clear guidelines and expectations for use of technology and social media are clearly set out in the Staff Handbook, Employee Handbook and within the Safeguarding Policy and the Use of Mobile Phone, IT Devices, Social networking and Camera Policy.
- Information about E Safety is shared with parents via newsletters and other handouts.
- Ramillies Hall has an I.T. Manager Mr Robert Poole, who is responsible for E Safety throughout the Nursery and Holiday club. Cherise Emsen is the Designated Safeguarding Lead and is responsible for safeguarding and Child protection, including E Safety, within the nursery and Holiday club.
- Posters are displayed in all departments to raise awareness of E-Safety.

Infrastructure

- Where provided, online access is through an appropriate internet service provider.
- All I T systems are equipped with age related filtering, which is actively monitored and which blocks access for staff and children to illegal and inappropriate on-line content or activity.
- In no circumstances are children allowed unsupervised internet access.
- No IT equipment belonging to the nursery is taken away from the setting by staff.
- All data including photographs is stored on password protected computers and within password protected online software which is closely monitored in accordance with the Data Protection Policy.
- Photographs of children are only taken on and stored on Nursery equipment and in accordance with our Data Protection Policy and our Mobile Phone, IT Devices, Social networking and Camera Policy.
- Mobile phones belonging to staff are to be kept in the staff room or office at all times and must only be used in these areas.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the ICT Administrator (Robert Poole).
- The ICT Administrator will monitor the data from the filtering software to insure appropriate levels of safeguarding. Where there are causes for concern they will follow Ramillies Hall safeguarding procedures (see Safeguarding and Child Procedures) to refer that matter to the Safeguarding Designated Lead.

Acceptable usage

Staff will often help children use websites to search for information or take part in online activities to support their learning. The nursery will abide by the following principles:

- Internet access will be designed to promote children's learning and development and will include filtering appropriate to the age of the children.

- Children will be supervised in using the internet and will be taught about safe use of the internet at a level appropriate to their age and stage of development.
- The nursery and Holiday Club will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- The security and robustness of systems will be reviewed regularly.
- Virus protection will be updated regularly.
- Decisions surrounding security and strategies will be made by IT support, with input from the Designated Safeguarding Leads and Officers.
- Sites used in nursery will be accessed as part of educational activities only. The selection of sites will reflect the ages and abilities of the pupils. Staff will review sites before they are first used to determine whether they are relevant and safe.
- The nursery will be as open as possible about the sites and software it uses and welcome parents who wish to raise concerns or understand more about the way that ICT/computing contributes to education.

Published content and the school website

- The contact details on the website should be the Nursery / Holiday Club address, email and telephone number. Staff or pupils' personal information will not be published.
- The Manager, with support from the ICT administrator, will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing children's images on the web, Open / public sites

The nursery understands that public sites can be used to gather information and the locations of children. Written permission to use photographs and work on websites will have been obtained as part of the declaration of consent signed by parents. However, the following guidelines should be observed:

- Children's full names will not normally be used on the website particularly in association with photographs.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully. Care will be taken when taking digital/video images that pupils are appropriately dressed.

Social networking and personal publishing

- Ramillies Hall will block/filter access to social network and chat sites, depending on the way in which they are used and the characteristics they have.
- Staff should use discretion when using social networking sites. They should ensure that their professionalism is maintained by refraining from "friending" past or present pupils even on a social level.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in Nursery or Holiday Club is allowed.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the ICT administrator and a senior member of staff usually the Nursery and Holiday Club Manager , Mrs Lindsey Vincent
- Any complaint about staff misuse must be referred to the Nursery and Holiday Club Manager
- Complaints of a child protection nature must be dealt with in accordance with Ramillies Hall safeguarding procedures.
- Children (where age appropriate) and parents will be informed of the complaints procedure.
- Children and parents will be informed of consequences for pupils misusing the Internet.

Staff and the e-Safety Policy

- A copy of the e-Safety Policy will be shown to all new staff and a copy will be kept in the staff policy folder and its importance explained.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

- Parents/carers attention will be drawn to the e-Safety Policy in newsletters, brochures and via the website.

Developing Strategy

Technology is changing at an unprecedented rate and it is important that our e-Safety strategy is constantly reviewed and updated to reflect these changes.

This policy will be reviewed at least every 12 months and whenever new information is available, such as when staff have attended e-Safety briefings or training or new guidance is released.

Other related policies: Safeguarding and Child Protection; Data Protection, Mobile Phone, Social Media, IT and Camera; students and volunteers.

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Signed by Manager	
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