



E-Safety Policy

Policy statement

PVPG 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 and devices 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 Pre-school can play a vital part in starting this process. In line with other Pre-school policies that protect pupils from other dangers, there is a requirement to provide pupils 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 as commonplace as the telephone or TV and its effective use is an essential life-skill.

Unmediated Internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

2. The E-Safety Policy is built on the following core 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 that children in the Pre-school 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 Pre-school 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 Pre-school's responsibility to use technical solutions to limit Internet access, and to monitor their effectiveness.

3. Why it is important for Pre-school to access the Internet?

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

4. How will filtering be managed?

The Pre-school committee member responsible for Safeguarding will ensure that the appropriate filters are applied to the PCs in the Pre-school and to the PCs/laptops in the office. This committee member will also review the sites accessed. Staff will monitor the websites being used by the children during pre-school sessions.

Staff may use their logons during pre-school sessions in order to view additional websites with the children, for example to look at sites related to topics they have been discussing. Staff must ensure they logout immediately after viewing the sites to restrict access for the remainder of the pre-school session. If a member of staff uses the pre-school PCs for pre-school work, again they must ensure they logout immediately on completing the work to ensure access is restricted for the remainder of or the next pre-school session. If staff or children discover unsuitable sites have been accessed on the Pre-school PCs, they must be reported to the Safeguarding committee member immediately so that the filters can be reviewed.

5. Managing Content for Children and Website

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 Pre-school address, Pre-school email 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 Pre-school 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 Pre-school e-mail address. This address must not be used for personal e-mail.

On-line communications and social networking - Staff.

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 section of the policy should always be followed. If in doubt then details should be discussed in the first instance with the Manager.

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, has implications for our duty to safeguard children.

The aim of this section of the policy is:

1. That our duty to safeguard children is maintained
2. That the setting is not exposed to legal risk
3. That the reputation of the setting is not adversely affected
4. That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting
- 5 That we recognise our legal responsibilities

To ensure compliance the following should be noted:

1. Sites to be aware of include: Social networking sites (eg: Facebook, Twitter, Whats app, Instragram, Snap chat), blogs (eg: Blogger), discussion forums (eg: Mumsnet, Ming), collaborative spaces (eg: Wetpaint), media sharing services (eg: You Tube), microblogging (eg: Twitter)
2. 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.
3. There will be no mention of the setting, names of staff, committee members or attending children or their families.
4. Staff should not encourage parents as friends on social networking sites.
5. There will be no uploading of photos of staff, or children and their families on any site linked to Pre-school except to the Preschools website with permission.
6. Any communications or content staff 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.
7. Parents and E-Safety
Parents' attention will be drawn to the Pre-school E-Safety Policy.
8. Handling complaints
Any complaints about the appropriate use of the Internet or other technologies will be handled through the Complaints Procedure

7. Use of Tablets/iPad devices

The Manager will ensure all staff are trained in how to use the tablet with the children, and to record observations with Tapestry. Staff will ensure the following:

1. No child is to be taught the passcode.
2. Children are only allowed access with the supervision of a staff member.

3. Children are only allowed access using the "PVPG children" username as this has all the necessary restrictions and filters in place.
4. The Pre-school committee member responsible for Safeguarding will ensure that the appropriate filters are applied to the PCs in the Pre-school and to the staff PCs/laptops
5. This committee member will also review the apps accessed.
6. Staff will monitor the websites being used by the children during pre-school sessions.
7. Children are only allowed to use the Children's tablet to enhance their learning.
8. The staff tablet is restricted to staff use for Tapestry, observations and photographing evidence for children's learning journeys.
9. Parents will be asked for their permission for staff to use Tapestry update their Key Children observations

8. Facebook groups

The committee are responsible for the two Facebook groups PVPG run. The Parent and Carer Group is for information sharing and all posts are to be approved by committee members. This is a private group and only current staff, parents and committee can access it (see rules of use). The PVPG public page is to raise the profile of the setting and promote our events to the wider community. Details of day to day events are not shared on this page, and there are no photographs of children on this page as it is in the public domain. This is monitored by committee and all posts need to be approved.

This policy was adopted by

Pangbourne Valley Playgroup

On

4 June 2017

Date to be reviewed

June 2018

Signed on behalf of the provider

Name of signatory

Kelly Mullenger

Role of signatory (e.g. chair, director or owner)

Chair