Fledglings Day Nursery

# E-safety Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

Technology has become increasingly integral to learning in today’s world.

 The revised EYFS (Sept 2014) requires children to understand how to use ICT toys and other devices safely, and how technology is used in the everyday world around them.

## 2 Aims and objectives

The aim of this policy is to ensure the safety and welfare of children when using ICT equipment and resources, including accessing the internet.

**2.1** The objective of this policy is to ensure there is a consistent approach to ICT safety that meets all the statutory requirements.

## 3 E-safety

 The internet and e-learning has now become an essential element in education. It is vital to provide our children with quality ICT experiences and to support them in accessing the internet safely.

**3.1** Our e-safety policy operates under the umbrella of the Safeguarding and Welfare policy and relates to all types of information technology.

**3.2** We have a commitment to keep children in our care safe and healthy, and this includes providing them with a safe e-environment.

**3.3**  We recognise our duty to make children aware of possible risks when using ICT, including the internet, and how to respond to these safely.

**3.4** Use of the **i**nternet can enrich the educational programme offered in a range of ways including:

* online stories, rhymes , songs etc.;
* motivational educational games;
* other quality resources and materials.

**3.5** Whenever we offer internet and other technology based activities these will be built upon**:**

* guided educational use - internet use is carefully planned and targeted within a regulated and managed environment;
* effective risk assessment -we will ensure that our children are not exposed to inappropriate information or material;
* shared responsibility -internet safety depends on staff and parents/carers taking responsibility for the use of internet and other communication technologies including mobile phones.

**3.6** Children will be guided by staff and shown how to use the internet in a safe way.

**3.7** Staff use of the school/setting’s internet will be monitored and any misuse will be dealt with under our disciplinary code.

## 4 Managing filtering

We take advice from our Local Authority (LA), and others as appropriate, to ensure our systems effectively protect our children and continually review our systems for improvement.

**4.1** Within our school/setting, we have a staff member (ICT system support officer) responsible for e-safety.

**4.2** The ICT system support officer is responsible for ensuring appropriate filters are applied to all electronic devices which have an internet connection and reviewing the sites being accessed.

**4.4** All staff are responsible for monitoring the websites being used by the children during school/setting sessions.

**4.5** If staff or children come across unsuitable online materials, the internet must be disconnected and the site must be reported to the ICT system support officer.

**4.6** In such circumstances staff will carry out the following procedures:

* Move the children away from the equipment as soon as possible.
* Turn off the internet after recording the address of the website.
* Management will inform the parents of the child/children of the incident and action taken.
* The internet will not be used until the system/s have been reviewed.

**5 Managing content**

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

**5.1** We will take all reasonable precautions to ensure that children only access appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to totally guarantee that unsuitable material will never appear on a school/setting computer.

**5.2** We cannot accept liability for the material accessed, or any consequences of internet access, although we will do all within our power to avoid situations of inappropriate access.

**5.3** Images used on theschool/settings website will be selected carefully and will not allow individual children to be clearly/fully identified.

**5.4** Childrens’ full names will not be used anywhere on the website, particularly in association with images. We request written permission from parents/carers before displaying their child on the website when each child starts at the school/setting and the wishes of parents/carers are followed at all times.

## 6 Communication

E-mail:Al**l** Staff will use a school/setting e-mail address when using e-mail on site for official business purposes.

**6.1** This address will not be used for personal e-mail.

**6.2** Inappropriate materials are not allowed to be sent via this email address.This covers those which are harmful , unsuitable and undesirable.

**6.3** Any inappropriate materials (text or images) that are sent will be in breach of our Safeguarding and Welfare policy and may be treated as gross misconduct.

**6.4** Online communications and social networking: Chat rooms and social networking sites such as Facebook or Twitter will not be permitted at the school/setting.

**6.5** Staff will not discuss individual children or the school/setting on Facebook, Twitter or any other social networking site outside the school/setting.

(**NB:** Further guidance on social networking can be found in our Use of Social Media policy).

## 7 Handling complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the procedures of our Compliments, concerns and complaints policy.

## 8 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**