



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Online Safety Policy

Policy statement

At Hail Weston Pre-School, we recognise the exciting opportunities technology offers to staff and children in our and have invested in age appropriate resources to support this belief. While recognising the benefits we are also mindful that practitioners have a duty of care to ensure that children are protected from potential harmful online material and that appropriate filtering and monitoring systems are in place.

To reflect our belief that when used appropriately and safely, technology can support learning, we encourage adults and children to use a range of technological resources for a wide range of purposes. At the same time, we do all we can to ensure that technology is used appropriately and that children are safeguarded against all risks. While it is not possible to completely eliminate risk, any e-safety concerns that do arise will be dealt with quickly to ensure that children and staff adhere to safe practices and continue to be protected. We will communicate our safe practice in the use of technologies with families, and manage any concerns.

Scope of the policy

This policy applies to everyone: staff, children, parents/carers, visitors and contractors accessing the internet or using technological devices on the premises. The policy is also applicable where staff or individuals have been provided with setting issued devices for use off-site.

We aim to:

- Raise awareness amongst staff and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many learning and social benefits
- Maintain a safe and secure online environment for all children in our care.
- Provide safeguarding protocols and rules for acceptable use to guide all users in their use of technology and online experiences
- Ensure all adults are clear about sanctions for misuse of any technologies both within and beyond the early years setting.

Hardware and provision use

Where staff have been issued with a device (e.g. setting laptop) for work purposes, personal use whilst off site is not permitted unless authorised by the provider/manager. The laptop/device should be used by the authorised person only. Only technology owned by the setting will be used on the premises and on setting visits or outings. Please see the "Mobile phone, Computer and Camera usage Policy" for further details on device use.

All staff have a shared responsibility to ensure that children are supervised when using the internet and related technologies to ensure appropriate and safe use as part of the wider duty of care and responding or reporting promptly issues of concern.

Setting issued devices only should be used for work purposes and, if containing sensitive information or photographs of children, should not leave the premises unless encrypted.

Online searching and installing/downloading of new programs and applications is restricted to authorised staff members only. Children should not be able to search or install anything on a setting device.

Data storage and management

No electronic documents that include children's names or digital images will be transported out of the setting e.g. on Fobs, memory sticks unless specific permission is granted by the manager.

Setting issued devices should not leave the premises unless encrypted. In the case of an outing, all data must be transferred/deleted from the setting's camera/device before leaving the setting.

Email

The setting has access to a professional email account to use for all work related business, including communication with parents/carers. This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families.

Staff must not engage in any personal communications (i.e. via hotmail or yahoo accounts etc.) with children who they have a professional responsibility for. This also prohibits contact with children who previously attended the setting.

Staff should not participate in any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person or persons.

All emails should stay professional in tone and be checked carefully before sending, just as an official letter would be. Care should be taken when forwarding emails from others.

Social Networking

Employees must not access personal blogs/social networking sites on work premises or use the setting's internet systems or email address for their own use, without prior agreement or in accordance with the setting's policy.

The setting does not condone employees writing about their work on social networking sites or web pages. If employees choose to do so, they are expected to follow the rules in the "Mobile phone, Computer and Camera usage Policy".

Staff should not send social networking site 'friend requests' to, or accept them from, children, young people or parents who use the setting unless they were 'friends' with the child's parent prior to the child starting at Hail Weston Preschool.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.

Sanctions

Misuse of technology or the internet may result in:

- the logging of an incident
- disciplinary action
- reporting of any illegal or incongruous activities to the appropriate authorities
- allegations process being followed

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Kate Knight

Signatory:.....

Role of signatory: Chairperson