



E-Safety Policy statement

The internet and other digital and information technologies are beneficial tools to all children's learning and we support the children in our care to be made aware of how to use these tools appropriately and safely. All staff working Roughton Under 5's Playgroup are made fully aware of e-safety and how to use it safely with children.

This e-safety policy will specify how Roughton Under 5's playgroup will endeavour to ensure all children and staff benefit from the use of the internet and information technology and precaution are in place to safeguard them from it.

Roughton Under 5's Playgroup has appointed an e safety co-ordinator: .

- **Why is Internet use important?**

The internet is part of everyday life and in education, it is important for children to develop this tool in their learning.

Many children will use the internet outside of the playgroup and need to learn how to keep safe on the internet.

- **How can we safely use the internet to enhance learning?**

Internet access is planned to enrich and extend children's learning activities. The access levels to the internet are reviewed to reflect the curriculum requirements and age of the children

Staff will help guide the children in on-line activities that will support the learning outcomes for their age.

- **How will pupils learn to evaluate Internet content?**

It is unfortunate that children will occasionally be confronted with inappropriate materials, despite all attempts at filtering the internet. At Roughton Under 5's playgroup, this will not occur, as our computer is always manned by a member of staff.

Managing information systems

- **How will information systems security be maintained?**

It is important to review the security of the whole system from user to internet, and to ensure that the children and information on the internet is secure.

The security of the playgroup website is protected and over seen by the web designer. All photos are protected and permission has been granted from parents.

The e-safety co-ordinator also regularly checks the site to ensure all information is correct and no personal information is accessed on the site.

All computers have virus and spyware protection installed and updated regularly.

- **How will e-mail be managed?**

E-mail is a useful way to communicate with parents about their child and current activities at the playgroup.

Parent mail group is used to inform parents on information and send out newsletters. Login details are not shared to ensure confidentiality, and no e-mail addresses of others within the group are shown on group e-mails as we use secure servers to send of e-mails..

- **How will published content be managed?**

The contact details on the website will be the playgroup address, email and telephone number. Staff or pupils information will not be published.

- **Can pupil's images or work be published?**

Permission is obtained from parents stating whether or not photographs of their child can be used on our website. This permission is renewed at the start of each school year and will expire on the last day of the following summer term.

Photographs are never accompanied by the child's name.

Named photos of staff are used with the permission of each member of staff; personal information about staff is not disclosed apart from name and qualifications.

- **How will social networking and personal publishing be managed?**

Many parents and staff are using social networking sites in today's society. Staff are informed not to use social networking sites to discuss work matters. Every member of staff is informed of how to secure their networking sites and photographs.

Parents must not display any photos taken during Roughton Under 5's playgroup events and trips on a social networking site.

- **How will filtering be managed?**

Trying to filter sites on the internet is a very tricky task.

In the case of the children using the internet a member off staff will be present at all times and accessing sites of suitable content.

All sites that the pupils access will be age appropriate for the children and all internet access will be recorded so staff have a record of what the children have accessed, along with the adult in charge.

- **How will internet access be authorised?**

Parents are asked to sign our e-safety agreement before their child is allowed to use the internet.

All staff must read and sign the e-safety policy.

All staff will use and view the site before showing children.

Access to the internet is by adult demonstration with directly supervised access to specific, approved online material.

- **How will e-safety complaints be handled?**

Parents and staff are informed of how to make a complaint, which in this case will be to the e-safety coordinator/ manager.

The facts of the case will need to be established and determined whether the internet use was within or outside the playgroup.

Where necessary the complaints policy and disciplinary procedures are followed.

- **How will e-safety be introduced to pupils?**

An adult will show the children how to work their way around a site that has been selected for them to work on.

- **How will the policy be discussed with staff?**

All staff are made aware of Roughton Under 5's e-safety policy and the importance of this policy.

All staff are to sign an e-safety agreement.

Staff will be made aware that internet usage during opening times can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Staff are not to be friends with parents or carers on social chat rooms/facebook.

- **How will parents support be enlisted?**

Internet use within the children's homes is increasingly rapidly during today's society. Unless parents are aware of the dangers, their child may have unrestricted access to the internet. The playgroup may be able to help parents plan appropriate supervised use of the internet at home.

The parent's attention is drawn to the e-safety policy in newsletters and the playgroup website

The children will be taught what to do if they experience materials that they find inappropriate, distasteful, uncomfortable or threatening.

One way in which Roughton Under 5's playgroup will try and secure the wellbeing of the children is to introduce Hector's world safety button for use at home.

www.thinkuknow.co.uk

Steps to download onto computer

1. Go onto www.thinkuknow.co.uk website.
2. Click on 5-7 site
3. Then click on Hectors world
4. Click on Hectors safety button link
5. Then choose from the programme list and download to your computer.

Hector is a virtual dolphin that swims in the corner of your screen. If your child is on the internet and something appears that they do not want to see or is an inappropriate image they just click on Hector and a screen saver will come onto the screen and will stay there until they come and get you to get rid of what has come onto the screen.

This policy has been adopted by Roughton under 5's Playgroup with effect of

This policy will be reviewed during Summer Term 2014 (April-July)

Signed on behalf of the committee by the chairperson

Name -

Date –