

E-SAFETY POLICY

Policy statement

Footsteps Nursery 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 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 nursery can play a vital part in starting this process.

In line with other nursery policies that protect children from other dangers, there is a requirement to provide children 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 becoming as commonplace as the telephone or TV and its effectiveness 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 care 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 children in the nursery 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 nursery 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 nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

3. Why is it important for pre-school children to access the internet?

The internet is an essential element in 21st century life for education, business and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience and to meet the demands of the Early Years curriculum. Pre-school

internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use. Staff will guide online activities that will support their learning journeys. The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

4. How will filtering be managed?

The Manager will ensure that the appropriate filters are applied to the PCs in the setting and to the PCs in the office. We will also review the sites accessed. Staff will monitor the websites being used by the children during nursery sessions. If staff or pupils discover unsuitable sites have been accessed on the pre-school room PCs, they must be reported immediately so that filters can be reviewed.

5. Managing Content

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 nursery address, nursery e-mail 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 unless approved. Pupils 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 nursery and parents'/carers' wishes are followed at all times.

6. Managing e-mail

Children will not have access to e-mail. Staff using e-mail will use a nursery e-mail address. This address must not be used for personal e-mail.

7. On-line communications and social networking

Photographs of children will only be used with parental consent and this will be gathered for both our parents group and our public pages. Staff will not discuss individual children or their setting on Facebook, Twitter or any other social networking site.

8. Mobile technologies

Personal mobile phones are not permitted in the pre-school room. Staff are permitted to use their mobile phones in the office and in the staff cloakroom area, but the taking of photographs on mobile phones is strictly prohibited anywhere on the nursery site. Photos are only taken with permitted devices.

9. Parents and e-safety

Parents attention will be drawn to the nursery e-safety policy.

10. Handling Complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.