

### 37. E-Safety Policy

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Sept 2017	to support ICT policy (No 21)	K Coupe & V Diesel	Dropbox.com Website	
V2.0	Sept 2018	Update re. GDPR	K Coupe	Dropbox.com Website	2020
V3.0	29 Apr 2019	Updated re Facebook page	K Coupe	Dropbox.com Website	Apr 2021
V4.0	19 Apr 2021	Updated re remote learning and inclusion of section on emails and associated passwords	K Coupe	Dropbox.com Website	May 2023
v5.0	25 Apr 2022	Reviewed and inclusion of reference to Keeping Children Safe in Education (Sept 2021)	K Coupe & L Jenkins	Dropbox.com Website	May 2024
v6.0	1 Dec 2022	Reviewed and updated <ul style="list-style-type: none"> <li>• re emails for Treasurer/Finance Officer and Setting Support Officer;</li> <li>• inclusion of Thinkyouknow link for parents/carers;</li> <li>• paragraphs re photographs, social networks, storage of documentation</li> <li>• rewording of section re complaints/breaches etc.</li> <li>• correction to child images on Facebook</li> </ul>	K Coupe & J Dyer	Dropbox.com Website	Dec 2024

#### Statement of Intent

At North Nibley Pre-school we want staff to be protected when using any form of Information and Communication Technology (ICT) to include the internet<sup>1</sup>.

#### Aims

Our aims are to act responsibly and the following guidelines should be followed for your protection. At North Nibley Pre-school we want to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the Pre-school.
- Emails are covered by the General Data Protection Regulations 2018, Data Protection Act 2018 and the Freedom of Information Act (2000), so safe practice should be followed in respect of record keeping and security. All users must report immediately any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature.

<sup>1</sup> See Policy 21 : Information and Communication Technology

- Staff should not talk about their professional role in any capacity when using social media such as Facebook, Twitter and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected with the Pre-school, member of the community or be incompatible with your professional role.
- Use North Nibley Pre-school's ICT systems and resources for all official business. This includes work email addresses, work mobile phone or photography equipment.
- Only take images of children and/or staff for professional purposes, in accordance with the Pre-school's ICT policy<sup>2</sup>. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from the website when they expire.
- No facial images of children attending the Pre-school will be uploaded onto the Pre-school's Facebook page<sup>3</sup>.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
  - Staff should report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk)
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).
- Staff should ensure that any online activity, **both in work and outside**, will not bring North Nibley Pre-school or their professional role into disrepute.
- Staff have a duty to report any E-safety incident which may impact on them to their line manager and/or the Committee Chair Person.

### Children's use of IT equipment

- All IT equipment for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Children are not permitted to use email in the setting.
- Children never have unsupervised access.

### Emails

- North Nibley Pre-school has designated email addresses for the Chair/Playleader, Treasurer/Finance Administrator, Setting Support Officer and Administrator. All are password protected.
- The Administrator has permission to manage and change the content of the Pre-school's website<sup>4</sup>. Access to the website platform is password protected.
- Passwords used by the Chair/Playleader, Treasurer/Finance Administrator, Setting Support Officer and Administrator are not divulged to outside persons. To do so is

---

<sup>2</sup> Photos and videos of children and staff are regarded as personal data in terms of the General Data Protection Regulations 2018

<sup>3</sup> See Policy 23 Social Networking

<sup>4</sup> [www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)

considered to be a breach of confidentiality and will be treated as such. The Pre-school email address password is changed when there is a change in Chair.

- The Setting Support Officer and the Administrator have authority to access North Nibley Pre-school's email address ([northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)) in their capacity of assisting the Chair in his/her role.
- The Finance Administrator and Administrator have authority to access North Nibley Pre-school's Treasurer email address ([northnibleypreschoolfinance@gmail.com](mailto:northnibleypreschoolfinance@gmail.com)) in their capacity of assisting the Treasurer in his/her role.

### **Remote Learning**

North Nibley Pre-school does not use remote learning. However, it encourages to it parents/carers to ensure that any electronic equipment, ie. tablet/phone/laptop, that their child has access to, should have suitable parental controls defined. We recommend to our parents/carers that they use age appropriate sites and apps and encourage that they visit [www.internetmatters.org](http://www.internetmatters.org) which provides age related advice.

We also recommend that parents/carers look at [Thinkuknow](#) from NCA-CEOP, which provides support on staying safe online.

### **Storage of documentation**

North Nibley Pre-school recognises that personal computers are used to create working documents for the Pre-school, for examples, registers, invoicing, planning etc.

- All home computers must be password protected and have malware and anti-virus software uploaded and run frequently.
- A selection of financial documentation with regards to the operation of the setting is stored securely on the Treasurer email (Google) GDrive.
- Certain generic documents with regards to the governance of North Nibley Pre-school are stored securely on the Pre-school's Dropbox.com account.
- Work documents are placed in locked folders.
- Only acceptable use is permitted.
- Personal details are kept to a minimum.
- All confidentiality is assured, with breaches considered serious misconduct, and dealt with accordingly.

Both Dropbox.com and Google's GDrive have been checked to ensure compliance with GDPR regulations<sup>5</sup>.

### **Social networks**

Please refer to North Nibley Pre-school's Social networking procedure<sup>6</sup> (Policy 1.12.3). But note that any abuse or breaches of confidentiality by any adults/students associated with the Pre-school is strictly forbidden, and will not be tolerated. All suspected cases must be reported, the Pre-school will record all incidents and act on them immediately.

### **Use of cameras and tablet for photographs/videos**

Please refer to North Nibley Pre-school's Information and Communications Technology policy<sup>7</sup>.

---

<sup>5</sup> For further information see No 45 Cloud Computing Services

<sup>6</sup> No 23 – available via the pre-school website ([www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk))

<sup>7</sup> No 21 available via the pre-school's website ([www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk))

## Professional photographers

North Nibley Pre-school uses photographers within the setting in conjunction with North Nibley Church of England Primary School, this is by arrangement with the staff and Committee.

All photographers have Disclosures and Barring Service (DBS) clearance, are asked for their ID on admission to the Pre-school, and are not left alone with any of the children, at any time.

No photographs of children will be taken without parental consent, and all parents or their named carers are given the option to be present when the photographs are taken.

If no photographs are requested by parents, all proofs are kept by the parents for their safe destruction.

## Reported breaches/complaints/allegations – action taken

- Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered very serious and could be construed as gross misconduct and which would result in instant dismissal.
- Any complaints or allegations, whether by an adult or a child, will be dealt with according to our Safeguarding children and child protection (including managing allegations of abuse against a member of staff) policy in conjunction with the setting's Complaints procedure<sup>8</sup>.

## Associated policies and procedures:

- No 4: Safeguarding Children and Child Protection
- No 6: Complaints procedure
- No 21: Information and Communication Technology (ICT)
- No 36: Data collection and Information Sharing
- No 45: Cloud Computing Services

## Further Guidance

- NSPCC online course: *Child Protection: an introduction* [[www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction)]. CPD certified
- DfE Keeping Children Safe in Education (latest version) Annex D – online safety
- [www.internetmatters.org](http://www.internetmatters.org)
- CEOP Education : [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

---

<sup>8</sup> No 4 & 6 available via the pre-school's website ([www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk))