

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

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 internet¹.

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.
- 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.

¹ See Policy 21 : Information and Communication Technology

- Only take images of children and/or staff for professional purposes, in accordance with the Pre-school's ICT policy². 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 images of children attending the Pre-school will be uploaded onto the Pre-school's Facebook page³.
- 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
- Suspensions 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.
- 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, or Childline on 0800 1111 or 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, their professionalism or the setting 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 and Administrator. Both are password protected.
- The Administrator and a designated Committee Member have permission to manage and change the content of the Pre-school's website⁴. Access to the website platform is password protected.
- Passwords used by the Chair/Playleader and Administrator are not divulged to outside persons. To do so is 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 Administrator has authority to access North Nibley Pre-school's email address (northnibleypreschool@hotmail.co.uk) in her capacity of assisting the Chair in his/her role.

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

³ See Policy 23 Social Networking

⁴ www.northnibleypreschool.co.uk

Remote Learning

North Nibley Pre-school does not use remote learning. However, it advocates to it parents/carers the need to ensure that any electronic equipment, ie. tablet/phone/laptop, that their child has access, 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 which provides age related advice.

Complaints

Any complaints about the inappropriate use of the internet or other technologies will be handled through the Pre-school's Complaints procedure⁵.

Disposal of IT assets

Disposal of IT assets holding data shall be in compliance with the Information Commissioner's Office guidance⁶. We will ensure that we use an IT asset disposal company which holds the required qualifications when the time comes.

Associated policies and procedures:

- No 4: Safeguarding Children and Child Protection
- No 6: Complaints procedure
- No 36: Data collection and Information Sharing
- No 45: Cloud Storage

Further Guidance

- NSPCC online course: *Child Protection: an introduction* [www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction]. CPD certified
- DfE Keeping Children Safe in Education 2021 (updated 1 September 2021) Annex D – online safety
- www.internetmatters.org

⁵ See No 6: Complaints

⁶ See No 36 : Data collection and information sharing