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**E-Safety Policy**

**Statement of Intent**

At All Saints Preschool, we recognise the value that technology and the internet have in the learning and development of children. We provide children with supervised access to ICT equipment to help them to develop the skills that are vital to life-long learning.

We acknowledge that there are potential risks involved and, therefore, follow this policy to promote E-Safety for the benefit of children, parents and carers, staff and visitors to the Playgroup.

It is our intention to provide an environment in which children, parents and carers and staff can learn and work, protected from these potential risks and the following policy and procedures outline the details of how we work hard to ensure this.

**Procedures**

Information Communication Technology (ICT) equipment

* Only ICT equipment belonging to the preschool is used and accessed by staff and children during sessions
* The Manager and Deputy Manager are responsible for ensuring that all ICT equipment is safe and fit for purpose.
* All computers have virus protection installed.
* The Manager and Deputy Manager ensure that safety settings are set to ensure that inappropriate material cannot be accessed.

**Internet Use**

* Children do not routinely have access to the internet. On occasion, staff may access the internet with the children for educational purposes. This is always closely supervised.
* Children are taught to only access the internet with an adult, to be kind, to never share personal information online, to only press buttons online that they understand and to tell an adult if anything online upsets them in any way.
* Through daily interactions with the children, adults seek to build children’s resilience in relation to issues they may face in the online world and seek to address issues such as staying safe, having appropriate friendships, asking for help if unsure and not keeping secrets from their parents/carers.
* If a second hand computer is donated to the preschool, the Manager and Deputy Manager will ensure that it is restored to factory settings and that no inappropriate material is stored on it.
* Children are not allowed to access social networking sites.
* Staff will report any suspicious or offensive material including that which may promote racism, bullying or harassment to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk)
* Staff using personal computers/phones/tablets at home for the purposes of work are made aware that they must be protected by secure passwords and have anti spyware and anti virus software installed.

**Emails**

* The preschool email address – [info@allsaintslh.co.uk](mailto:info@allsaintslh.co.uk) is accessed and administered by the Committee Chair. The Admissions email address – [admissions@allsaintslh.co.uk](mailto:admissions@allsaintslh.co.uk) is accessed by the Committee Chair, the Manager and the Deputy Manager. Only those who administer and access these email addresses have access to the Passwords and the Passwords are changed regularly.
* Children are not permitted to use emails at preschool. Staff may not use the setting ICT equipment to access personal emails.
* Staff use Egress to send any emails that may contain information that is personal or sensitive in nature to ensure maximum security.
* Staff will only access work emails during preschool sessions with prior agreement from the Manager/Deputy Manager and only when adult:child ratios allow. Staff counted in ratio are expected to supervise the children in their care at all times.

**Personal emails**

* We recognise that the Committee Chair, the Manager, the Deputy Manager and the staff may communicate via email/WhatsApp outside of working hours.
* All staff understand that devices used for communication about preschool must be password protected.
* Children must not be referred to by their full names.
* Correspondence should be polite, respectful and professional.
* Any abuse or breach of confidentiality is strictly forbidden and will not be tolerated. Staff are trained to understand that information about children, families and other staff members is only shared on a need to know basis.
* If any member of staff feels that they have received inappropriate messages regarding the preschool from another staff member they must report it immediately to the Manager, the Deputy Manager or the Committee Chair who will act accordingly.

**Information storage**

* Information about children, families and staff is electronically stored only by the Committee Chair, the Manager and the Deputy Manager as per Information Commissioner’s Office (ICO) guidelines. Please refer to our separate GDPR policy for more information.
* Devices upon which such information is stored are password protected and the information is stored in password protected folders.
* There is no need for other staff members to store information about the children or families on their own devices.

**Social media**

* All Saints Preschool has a Facebook page and also administers a Facebook page for current Families called All Saints Preschool Parents.
* All Saints Preschool will not refer to any child by name on either of these pages.
* Photographs of children will only be shared with prior consent of the child’s parents/carers and will not show the names of the children in question.
* Posts must be respectful and professional and any breaches of confidentiality of any nature will not be tolerated and appropriate action will be taken.
* Confidentiality by staff is ensured by their agreement to follow our Staff Conduct Policy as per their Contracts. Any breach will be dealt with following our disciplinary procedure.
* Photographs of children must not be uploaded to any social media without the express consent of the parents/carers and parents/carers are reminded of this at each preschool event (sports day, Harvest Festival, Graduation, etc)
* Staff must not post anything on any social media that could bring the preschool into disrepute (please see the Staff Conduct Policy)

**Cameras**

* Personal cameras belonging to staff are not permitted at preschool. There is a digital camera belonging to the preschool for use by staff.
* Under no circumstances should any photos be taken at preschool using a mobile phone. The only exception to this rule is when a mobile phone has the SIM card removed and is used to take photos for online learning journals. Such phones are kept in the locked cupboard at preschool and must not have a SIM card inserted under any circumstances.
* Our Information Form contains a section for obtaining permission from parents/carers for photographs to be taken and used.
* All staff are made aware when permission is not granted.
* Electronic tablets and mobile phones without SIM cards are used to take photos for online learning journals. Photos are stored only for as long as necessary and all are password protected.
* Under no circumstances must any device with a camera be taken into the toilet.
* Photos taken by parents/carers at preschool events that contain children other than their own must not be uploaded to social media.

**Mobile phones**

* See Safeguarding Policy and the section on mobile phones.
* The preschool has a mobile phone as there is no landline in the hall. This device does not have a camera and the names of parents/carers are not stored on it.
* Staff mobile phones are kept on the bar or in handbags in the kitchen and are not accessed during working hours without the express prior agreement of the Manager/Deputy Manager and never within view of the children
* Staff must not contact parents/cares on their own personal mobile phones unless in an absolute emergency and only with the express consent of the Manager/Deputy Manager.
* Under no circumstances should staff use their phones to take photos of the preschool setting except when the children are not in and the photos are to be uploaded to the website or the Facebook page.
* Staff are asked to give the preschool mobile number to their families, children’s schools, etc, thereby limiting the need for them to have access to their own mobile phone during preschool hours. However, we understand that there may be rare occasions when personal circumstances and emergencies arise. With the express consent of the Manager/Deputy, staff in such exceptional circumstances can keep their phone on the kitchen hatch and may use it in the corridor, away from the children.
* During outings, we will take the preschool phone and contact folder with us.
* Visitors and parents/carers are asked not to use their phones in the setting. If this is absolutely necessary for the purposes of their visit, they will be supervised at all times.
* It is the responsibility of all staff to be vigilant and to report any concerns to the Manager/Deputy who will act accordingly.
* The Manager/Deputy reserve the right to check the image content of a staff member’s phone should there be any cause for concern and will follow the Safeguarding policy and Whistleblowing policy accordingly.

**March 2022**

**To be reviewed March 2023**