**All Saints Pre-school**

**E Safety Policy**

It is a legal requirement of the revised Early Years foundation Stage (EYFS) welfare requirements (2012) that each setting holds an E-Safety Policy as from September 2012.

**Policy Statement**

We recognise the immense value information and communication technology (ICT) plays ibn the learning and development of children, we acknowledge that it must be used safely, in that the potential risks involved should not be ignored. We endeavour to ensure E-safety is assured to all users of the setting, whether it is a child, parent, staff member or visitor.

Our child protection officer, supported by staff ensures this policy is upheld. We trust that all adults will respect and uphold this policy so as to maintain E-safety and prevent any potential risks occurring.

**Internet Use**

* Currently we have designated tablets and computers which are used within the setting. These are all password protected.
* Staff using the personal tablets/computers at home, are made aware that under no circumstances are they to give out their password or let others have use of them
* Staff will monitor the websites that are being used by the children during sessions and will ensure that the material accessed by children is appropriate.
* Staff may use the internet in order to view additional websites with the children, for example to look at sites related to topics they have been discussing.
* If staff or children discover unsuitable sites that have been accessed then this must be reported to the manager for further investigation

**On-Line communications and social networking**

On line chat rooms and social networking sites such as Facebook or Twitter will not be used at the setting by staff. The manager is the administrator of the Facebook group page and this is a closed group where only parents/carers are allowed to join and consequently deleted once their child has left Pre-School. Only the manager can accept a parents/carers request to join. This is a general information sharing group. No photographs or discussions around individual children is allowed. Any miss-use of the page will result in the perpetrators deletion from the group.

**Website**

* The point of contact on the website is the Pre-Schools address, setting e-mail and telephone number. Staff and children’s home information will not be published
* Website photographs that include children will be carefully selected and only used with parental/carer’s permission. Permission from parents/carers for featuring their child on the Pre-School website and the Hillside church website is requested when each child starts Pre-School and parents/carers wishes are followed at all times. Children’s names will not be used anywhere on either websites

**Emails**

We have a designated website and email address for professional correspondence which is password protected. Parents are given this information on registering their child and again on all letter correspondence.

The password is known only to the manager and to divulge this to any outside person is considered a breach of confidentiality and will be treated as such.

Personal Emails – We recognise that the Manager and the Management Committee will communicate via email outside working hours. We insist that personal computers are password protected and have spyware downloaded as a matter of course.

* The names of children should be kept to a minimum
* Correspondence will be written in polite, respectful and non-abusive manner.
* Any abuse or breeches of confidentiality by any adults/students associated with the setting is strictly forbidden, and will not be tolerated.
* All Suspected cases must be reported, we will record all incidents and act on the immediately

The children will have no access to email.

**Storage of Documentation**

* Designated laptops are used to create working documents for the setting and are only used by the Manager and the Deputy Manager. Documents include invoicing and planning etc. The laptops are password protected. EY Log is also accessible on the Laptops with designated passwords to get into that system and the Manager has access to Gateshead Council’s Synergy Live system which is also password protected.
* All work documents are kept in the Managers office in a locked filing cabinet. Only acceptable use is permitted.
* Personal details of children and families are also kept in a locked filing cabinet in the Managers office. Only acceptable use is permitted.

All confidentiality is assured, with breaches considered as serious misconduct and dealt with accordingly.

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| This policy was adopted at a meeting of the | All Saints Preschool Management Committee |
| Held on |  |
| Date to be reviewed | 01/08/20 |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director) | Chair |
| Reviewed by Management Committee |  |

The Management Committee is accountable to the Hillside Church, Parochial Church Council (PCC)