



## **'e' Safety Policy**

The internet contains a wealth of information as well as having a profound effect on the way we communicate including instant messaging, emailing and text messaging.

As early years practitioners and Supervisors we will be expected to use a range of technological resources to manage our roles as professionals; to be enabled to use the internet to research and communicate professionally; supporting the learning and development of children we will access online systems to track and record progress and to share their work; to communicate with parents and carers through newsletters, email or the internet and to enable us to manage administrative tasks and systems.

Heatherside Pre-school has a 'Closed' Facebook page for staff and parents to use. The site is not for selling items or services, airing opinions or grievances towards the pre-school or other parents. The site is for gaining knowledge and information on the pre-school, notices and successes. We also have an Open Facebook page which is closely monitored, and any misuse will be reported to the Pre-school and action taken against the perpetrator. No Pre-school children will have identifiable faces uploaded onto the Open Facebook page. We also however,, Instagram page which we use to promote our setting, this can be viewed by the public, however no Pre-school children will have identifiable faces uploaded onto the Instagram account. Also, we do not follow anybody other than educational bodies.

Any abusive, inappropriate or illegal misuse of ICT equipment by a practitioner or Supervisor will be reported immediately to the registered person. Where misuse relates to abuse and safeguarding, Children's Social Care, the Local Authority Designated Officer, Ofsted or the Police will be notified as applicable.

In line with, 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People'.

It will not be considered appropriate for early year's practitioners or their Supervisors to engage in personal online communications with children and young people, parents or carers.

It is to be recognised that early year's practitioners and Supervisors are likely to use social networking sites in their recreational time on their own personal computers.

It must be ensured that the use of such sites will not compromise professional integrity or bring Heatherside Pre-school into disrepute.

**The adding of children and young people, parents and carers as ‘friends’ to a social networking site MUST be avoided. As a setting, we do not allow practitioners to be ‘friends’ with any parent or carer whilst their child is attending our Pre-school**

It is extremely important that all employees understand what Heatherside Pre-school policy is regarding internet use and their responsibility to retain confidentiality and professionalism in regard to social networking site use.

**Do’s and don’ts**

The internet can be freely accessed for Pre-school matters (including finding resources, planning etc) during working hours. Personal use is not permitted at any time.

**In order to protect our Pre-school:**

Staff must be aware of viruses which could lurk in emails. To protect the Pre-school computer from potential viruses, whilst using the nursery internet facilities staff must not open any emails from names that aren’t recognised.

Staff must be aware that all incoming and outgoing emails can be read by our web host manager, Supervisors and Admin manager. This is not intended to infringe on staff privacy, but the internet is a very public way of communicating and like all companies, management reserves the right to ensure that the name of the Pre-school is not brought into disrepute.

It is vitally important that staff are careful about content that they search out or download. Every time you view a page on the internet, it is possible to trace your visit back to the Pre-school computer. This means that it is possible to tell if the Pre-school computer was being used to look at inappropriate web pages.

Staff must be aware of their responsibilities to the Pre-school when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents.

Disciplinary action could result if the Pre-school is brought into disrepute.

Staff must not post anything onto social networking sites such as ‘Facebook’ that could be construed to have any impact on the Pre-school’s reputation.

Staff must not post photos related to the setting on any internet site including children, colleagues, parents or the nursery branding (uniform).

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Pre-school.

The Pre-school Camera and iPads are securely locked away after every session.

The Pre-school's Designated Safeguarding Lead (DSL), Mrs Selwood is fully versed in 'Keeping Children Safe in Education' and 'Working Together to Safeguarding Children'. If you have any concerns, you can confidentially talk to Mrs Selwood or the DDSL, Mrs Curtis.

Criminal online content can be reported to:

Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk)  
CEOP <https://www.ceop.police.uk/safety-centre/>

Reports are confidential and can be submitted anonymously.

*Useful Websites:*

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

**Reviewed & re-agreed at AGM held 7th October 2022 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 04th October 2024 Chair Alex Constantine**