

Little Swans Day Nursery *E – Safety Policy*

Reviewed by: Elaine Boulton nursery owner
Date of Review: March 2014

- Little Swans Day Nursery has appointed **Mrs Samantha Tranter, Nursery Manager** to be the *E – Safety* Co-ordinator.

Miss Tranter will have the overall legal, personal and moral responsibility to ensure online safety will be effectively considered. She will not only be responsible for the safety of our children and young people within the nursery, but also for the behaviours and expectations of any adults who affect or come into contact with the nursery. This list should not be considered exhaustive.

Who will write and review the policy?

- The policy has been written by Samantha Tranter, Nursery Manager and Mrs Elaine Boulton, Nursery Owner, using government guidelines and help from the Early Years Development Team.
- The nursery understands that it is not possible to eliminate all risks therefore the aim of this policy is to ensure that the level of risk at any time is not unacceptably high
- The *E – Safety* policy and its implementation will be reviewed annually or more often in the light of any advances in technology which may affect safety in our nursery (adversely or otherwise).

How can we safely use the internet to enhance learning?

The nursery has increased its computer numbers with improved internet access in Heroes (pre-school), and as a consequence, developing safe effective practice in internet use for teaching and learning is essential.

- The nursery internet access is expressly for enhancing the children's development, which includes filtering appropriate to the needs of the curriculum through staff monitoring and supervision for children within the nursery at all times.
- Staff are taught what internet use is acceptable and what is not, and given clear objectives for internet use.
- Internet access is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of the children
- Staffs guide the children in on-line activities that will support the learning outcomes planned for the children's age and stage of development.
- Children are educated in the effective use of the internet in research. Internet search sessions are led and supervised by a staff member at all times

How will children learn how to evaluate Internet content?

It is a sad fact that children may occasionally be confronted with inappropriate material, despite all attempts at filtering. Staff have been taught what to do if they experience material that they find distasteful, uncomfortable or threatening, through the nurseries Safe Guarding Policy.

- Our nursery endeavours to ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.
- As part of internet search sessions staff distinguish between sites which may have useful information and sites which are trying to sell us something.
- Our e-safety rules include that staff act immediately if they see anything that makes them feel uncomfortable on the internet by logging off and reporting to management if necessary.

Managing Information Systems

How will information systems security be maintained?

It is important to review the security of the whole system from user to the internet. This is a major responsibility that includes not only the delivery of essential learning services but also the personal safety of staff and pupils.

- The security of the nursery information systems is reviewed regularly by NOD and AVG solutions. They are reviewed yearly before they expire.
- Virus and spyware protection is carried out through NOD and AVG and is updated yearly
- Security strategies are discussed with the nursery ICT advisor, Andrew Tranter
- Security strategies are in place; with any materials downloaded from the internet cleared through management who have a secure password for the administrator account on all computer systems linked to the internet. In addition to this Heroes have an interactive white board where access to the internet is obtained frequently for the children during ICT activities. Staff always make sure they supervise these sessions and children are not allowed use without a member of staff being present
- The internet server is secure and login details are not shared

How will email be managed?

At Little Swans Day Nursery email is only used by staff when it has a specific purpose relating to topic work. However in the office both members of management have an email account that they access through a security password controlled system

- Staff are prohibited from using their own personal email account on the premises
- Any correspondence sent via staff members is sent through the nursery email address only
- Staff must not send jokes or other materials that the receiver may find offensive
- Any materials sent via email at the nursery must first be checked by a member of management
- Staff must not reveal personal details of themselves or others in email communication

How will published content be managed?

The contact details on the website should be the nursery address, email(s) and telephone number. Staff or pupils personal information must not be published.

Management and the ICT co-ordinator, Samantha Tranter will take overall editorial responsibility and ensure that content is accurate and appropriate.

Can children`s images or work be published?

- Permission is obtained from parents stating whether or not photographs of their child can be used on the website.
- Photographs are never accompanied by full names.
- If a name is used on our website (for example next to a piece of work on a display board) only the first name is used and is never accompanied by a photograph
- Named photographs of staff are used with the permission of each member of staff. If a member of staff does not wish for their photograph to be used, a child`s drawing will be used instead.

How will social networking and personal publishing be managed?

- Social networking sites are blocked by our filtering system.
- Staffs are told never to give out personal details of any kind which may identify themselves or others and/or their location.
- Staffs sign to say they are told not to use social networking sites to discuss work matters.

How will filtering be managed?

Little Swans Day Nursery 02 Broadband network uses NOD and AVG for filtering.

- The nursery will work with NOD and AVG to ensure that systems that protect the children are reviewed and improved.
- Management is made aware of filtering profile changes by NOD and AVG.
- If staff discover unsuitable sites, they must be reported to management and nursery ICT co-ordinator

- Any material that the nursery believes is illegal must be reported to NOD and AVG systems.

How can emerging technologies be managed?

Many emerging communications technologies offer the potential to develop new teaching and learning tools. These are accessed for educational benefit and a risk assessment carried out before use in the nursery is allowed.

How will Internet access be authorised?

- Parents sign our e-safety agreement before children are allowed to use the internet
- All staff must read and sign the “the Data Protection Policy” which covers written and electronic and read the guidance before using any nursery ICT resource
- Access to the internet is supervised by an adult at all times with access to specific approved on-line material

How will e-safety complaints be handled?

- Parents and staff should know how to submit a complaint. The facts of the case will need to be established, for instance whether the internet use was within or outside nursery
- Where necessary the complaints policy and disciplinary procedure is followed

How will e-safety rules be taught to children?

E-safety is taught prior to internet use and is also part of our PSHE curriculum. In addition

- Network and internet use is monitored by management
- As part of induction Management ensure they inform staff members how to raise the awareness and importance of safe and responsible internet use

How will the policy be discussed with staff?

- Staff will be updated through regular staff/supervisors meetings
- During the induction process
- Access of offsite training where available
- All staff are made aware of the nursery e-safety policy and its application and importance explained
- All staff sign an e-safety agreement
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential

- Any incidents or allegations directed towards a person in a position of trust will be dealt with under the nurseries Safeguarding Policy and Procedures as well as the nursery Disciplinary Procedures

How will parent support be enlisted?

We consider it essential for parents and carers to be fully involved with promoting online safety within the setting, home and social environment, and as a result;

- Parents attention will be drawn to the nurseries e-safety policy in newsletters, the nursery prospectus as well as the nursery website
- Internet issues will be handled sensitively, and parents will be advised accordingly
- Parents to refrain from using their mobile phones while on the nursery premises
- Parents of children who are participating in nursery productions will be asked to consent on the day for their child to be video recorded and photographed by nursery staff and all other parents in attendance for their personal use
- Parents can access e-safety information via www.thinkuknow.co.uk The site is supported by CEOP`s (Child Exploitation and On line Protection Centre)

Other Useful Information and Contacts:

SWGfl Staying Safe

<http://www.swgfl.org.uk/Staying-Safe>

Collection of advice, support and resources for early Years practitioners and their managers, children and young people, parents and carers

Childnet International

<http://www.childnet-int.org/>

Wide range of resources, in particular the acclaimed "Know IT All for Parents and Carers".

The Byron Review

<http://www.dcsf.gov.uk/byronreview/>

Click Clever Click Safe

The first UK Child Internet Safety Strategy (UKCCIS UK Council for Child Internet Safety).

Date of Policy: **March 2014**

Review Date: **March 2015.** The contents of this policy will be reviewed regularly, with updates being shared with the relevant individuals at the earliest opportunity

Signed:

Nursery Manager

Date:

Signed:

Nursery Owner

Date: