

E SAFETY POLICY

This policy should be read in conjunction with The Oaks Nursery Mobile Phone and Social Networking Policy, Digital Photography Policy and Child Protection Statement and Policy.

E-Safety concerns safeguarding children, young people and staff in the digital world. At The Oaks Nursery we recognise that the internet and technology are part of everyday life for education, business and social interaction and with the increasing use of the internet and social networking sites, this policy is intended to protect children, their families, the setting and it's staff. It is our intention that all families are respected and confidentiality is of prime importance.

It is also important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world. Potential issues and risks include;

Content - being exposed to illegal, inappropriate or harmful material

Contact – being subjected to harmful online interaction with other users

Conduct – personal online behaviour that increases the likelihood of, or causes, harm.

ICT Equipment

The DSL will ensure that all computers have up to date virus protection installed

The nursery has one tablet which is used by the adults in the setting for music, video observations of children and reference.

The tablet remains in the nursery and is stored securely at all times when not in use.

The nursery has a laptop which is used for all nursery business including admin, online meetings, planning and for reference. The laptop is password protected. Only the manager and deputy manager can access the laptop.

Internet access

Children never have access to the internet.

The nursery encourages staff to use e mail and the internet at work where this can save time and expense. However it requires all staff to ensure that communication is well structured and professional.

If any member of staff is unsure about whether something they propose may breach e mail and internet guidance they should seek advice from the manager / DSL.

Children are taught the following stay safe principles in an age-appropriate way;

- Only go online with a grown up
- Be kind online and keep information about me safe
- Only press buttons on the internet to things I understand
- Tell a grown up if something makes me unhappy on the internet.

Staff support children's resilience in relation to issues they may face online and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.

Staff 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

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help such as NSPCC Tel, 0808 800 5000 www.nspcc.org.uk or Childline Tel 0800 1111 www.childline.org.uk

How data is stored and the Security of the pre-school ICT systems will be maintained.

The Oaks Nursery recognises that the quantity and variety of data held is expanding quickly. At The Oaks Nursery data on current children is stored on both the nursery laptop which is password protected. This data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

The security of the setting's computer systems will be reviewed regularly and virus protection kept up to date.

Use of the website

The nursery is developing its website to provide information to prospective parents and carers and to keep parents informed of forthcoming events, topics, term dates and any closures. (www.oaksnursery.org.uk). Photographs of children will only appear on the website with parents' permission and will not include the child's full name.

The manager, administrator and an allocated member of staff are responsible for updating and supervising the website.

Procedure for Dealing with E Safety Issues

- The manager will ensure that the policy is implemented effectively and that all staff members and parents / carers are made aware of our E safety policy.
- Staff will be encouraged to tell the designated safeguarding officer or manager immediately if they encounter any material that makes them feel uncomfortable.
- All members of nursery will be aware of the procedure for dealing with issues relating to e safety.
- Any complaint about staff misuse will be referred to the safeguarding designating person – Becky Tyler (Manager) or Tracey Devlin (Deputy Manager).
- The manager or safeguarding designated person will have the responsibility for handling incidents and will decide what action to take
- Disciplinary action could be taken should the setting be brought into disrepute

The person with responsibility for E Safety is Becky Tyler