

PIXIES E-SAFETY POLICY

This document is produced for staff working with the children at Pixies and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

Pixies is committed to providing an environment which ensures children are safe from potential abuse, respects the child's rights and reinforces the adult's responsibilities to the children.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and Pixies can play a vital part in starting this process. In line with other policies that protect children from other dangers, there is a requirement to provide as safe an internet environment as possible and a need to begin to teach children to be aware of and respond responsibly to possible risks.

This e-safety policy should be read in conjunction with:

- Aims & Objectives
- Safeguarding Children Policy
- Use of image taking equipment policy
- Health and Safety
- Inclusion Policy
- Mobile phone Policy
- Social Media policy
- Staff Code of Conduct

Aims

- To provide clear advice and guidance to ensure that all Internet users are aware of the risks and the benefits of using the Internet.
- To support children in using ICT resources appropriately.
- To manage the use and storage of electronically stored materials including photographs and videos to safeguard children from potential risks.
- To provide clear guidance in the use of any ICT equipment.

Principles of Internet Safety

The internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

Pixies E-Safety Policy is built on the following principles:

- **Guided use** Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.
- **Risk assessment** Pixies has a duty to ensure children in the setting are not exposed to inappropriate information or materials. Staff need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.
- **Responsibility** Internet safety in the setting depends on staff, parents, cares and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones, laptops and tablet computers. It is the responsibility of Pixies to use technical solutions to limit internet access and to monitor their effectiveness.

Procedures

The internet is used in the setting to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems. At present Pixies is using the Tapestry Online Journals. Also, Staff will guide children in online activities that will support their learning journeys.

Filters

The Registered provider and her appointed Manager/s are responsible for systems support that will ensure that the appropriate filters are applied to the Computer tablets (ipads) that are used by staff and children in the setting and to the PC/Laptop in the office.

Staff will monitor the websites being used by the children during sessions. If a member of staff discovers that unsuitable sites have been accessed on the ipads, they must report to the Manager immediately so that filters can be reviewed.

All Staff will have different logon passwords and will use the appropriate settings for children who are using the iPads during activities.

The Registered Provider will ensure that there is sufficient funding and time made available for training should a new system be implemented.

Managing Content

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the nursery address, nursery e-mail and telephone number. Staff or children's home information will not be published.

Website photographs that include children will be selected carefully and will not allow individual children to be clearly identified. Children's full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the nursery and parents/carers wishes are always followed.

Communication

- Managing e-mail

Children will not have access to e-mail. Staff using e-mail will use a nursery e-mail address. This address must not be used for personal e-mail.

- On-line communications and social networking (see Social Media Policy)

On-line chat rooms and social networking sites for personal use such as Facebook or Twitter will not be used in the setting. Staff will not discuss individual children or their setting on Facebook, twitter or any other social network site.

- Mobile technologies (see Mobile Phone Policy)

Pixies has Mobile phones for use on outings or as required inside the setting. iPads are for use inside the setting and should not be taken off the premises. Staff are permitted to use their mobile phones in the office and in the staff area, but the taking of photographs of the children on personal mobile phones is prohibited. Any member of staff using their own laptop must adhere to this e-safety policy in all matters relating to the setting.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way.

Pixies will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, Tapestry and information about national / local online safety campaigns / literature. Parents and carers will be encouraged to support Pixies in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at Pixies' events
- access to parents' sections of the website / Tapestry and child/ren's records

Contravention of this policy

Failure of staff to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.