**E-Safety Policy**

**Statement**

At Happy Kids, we recognise the value that communication and technology plays in the learning and development of the children. Children are given opportunities to access technological equipment.

We acknowledge that there are potential risks involved, and therefore follow this policy to ensure E-Safety is followed for the benefit of the children, parents, staff and visitors to the pre-school.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns: 1) Staff being distracted from their work with children; 2) The inappropriate use of mobile phone cameras around children.

**Procedures**

1. **Information Communication Technology (ICT) equipment:**

* Only ICT equipment belonging to the setting is used by staff and children.
* Management is responsible for ensuring all ICT equipment is safe and fit for purpose.
* Management ensure that safety settings are set to ensure that inappropriate material cannot be accessed.

1. **Internet use:**

* Children do not normally have access to the internet and never have unsupervised access.
* Children have designated profiles on the settings tablets, that do not have access to YouTube, web-browsers etc.
* Children are not allowed to access social networking sites.
* Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the relevant authorities.
* If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 8005000 or [www.nspcc.org.uk](http://www.nspcc.org.uk/), or ChildLine on 08001111 or [www.childline.org.uk](http://www.childline.org.uk/)
* Staff using personal computers at home for the purposes of work are made aware that they should be protected by secure passwords and have recognised spyware software installed.

1. **Emails:**

* Staff do not access personal or work emails whilst supervising children.
* Staff to always send personal information by encrypted email and share information securely with other agencies.

1. **Emails from home:**

It is recognised that the staff team and management may communicate via email outside of working hours. Happy Kids advises that any personal devices used by staff and management are locked with a security password and have spyware software installed.

**All emails/ messages should adhere to the following:**

* Correspondence should be polite, respectful and remain professional
* Any abuse or breaches of confidentiality by any staff members / management associated with the preschool is strictly forbidden and will not be tolerated and disciplinary action may be taken.
* All suspected cases must be reported, Happy Kids will record all incidents and act on them immediately.

1. **Social Media:**

Happy Kids does have a Facebook profile, where parents can be kept updated with recent news, such as closures etc. These pages do feature the children of the nursery but only with prior written consent from the parents when they join us here at Happy Kids.

* Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered gross misconduct and will result in instant dismissal.
* Uploading of any photos should only be done by a member of the management team. Parents have the ability to upload their own photos from home.
* Staff and parents are aware that any photos that are uploaded to social media must not be shared or downloaded. Anyone shown to be in breach of these policies may be liable for instant dismissal or loss of placement here at Happy Kids.
* Students on commencement of placement sign to say they will abide by our student policy and always maintain confidentiality. Any reported breach of this agreement will result in immediate termination of their placement with Happy Kids, and notification will be sent to their educational establishment.

1. **Camera’s / Mobile phones / Smartwatches:**

* Under no circumstances should personal cameras, and mobile phones be anywhere in the nursery except the staff room or the office.

(Please see the mobile phone and digital devices policy.)

**Further Guidance:**

NSPCC and CEOP keeping children safe online training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

**Responsibilities:**

**The responsibilities of the management team are:**

* To ensure that all members of staff have read and understood this policy, and to make them aware of the severity of their actions should they choose not to follow this policy and put it into practice.
* To make sure the parents are aware of this policy.

**The responsibilities of the staff are:**

* To read and confirm understanding of this policy
* To work in accordance with the terms of this policy

**The responsibilities of parents are:**

* To be aware of this policy and what measures can be taken at home to keep children safe from harm regarding e-safety.