

# Little Frogs Pre School

## E-Safety Policy

### Policy Statement

Little Frogs Pre-School has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

### Introduction

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 the Pre-school can play a vital part in starting this process.

In line with other Pre-school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

### 1. Core 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.

### 2. The E-Safety Policy is built on the following core principles:

#### □ Guided educational 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

We have a duty to ensure that children in the Pre-school are not exposed to inappropriate information or materials. We also 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 Pre-school depends on staff, parents, carers and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones. It is the Pre-school's responsibility to use technical solutions to limit Internet access and to monitor their effectiveness.

### 3. Why it is important for Pre-school children to access the Internet?

The Internet is an essential element in 21st century life for education, business and

social interaction. The Pre-school has a duty to provide children with quality Internet access as part of their learning experience .

Pre- school Internet access will be tailored expressly for educational use and will include appropriate filtering which is carried out a Router level. Pupils will learn appropriate Internet use. Staff will guide pupils in online activities that will support their learning journeys.

The Internet is also used in the Pre-school to support the professional work of staff, to allow effective planning and to enhance the Pre-school's management information and business administration systems.

#### **4. How will filtering be managed?**

The Pre-school member responsible for Systems Support will ensure that the appropriate filters are applied to the PCs in the Pre-school and to the PCs/laptops in the office. This member will also review the sites accessed. Staff will monitor the websites being used by the children during pre-school sessions.

Staff may use their logons during pre-school sessions in order to view additional websites with the children, for example to look at sites related to topics they have been discussing. Staff must ensure they logout immediately after viewing the sites to restrict access for the remainder of the pre-school session. If a member of staff uses the pre-school PCs for pre-school work, again they must ensure they logout immediately on completing the work to ensure access is restricted for the remainder of or the next pre-school session.

If staff or pupils discover unsuitable sites have been accessed on the Pre-school room PCs, they must be reported to the Systems Support member immediately so that the filters can be reviewed.

The pre-school committee will ensure there is sufficient funding and time made available for training, should a new Systems Support officer be appointed.

#### **5. 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 Pre-school address, Pre-school email 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. Pupils' 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 Pre-school and parents/carers wishes are followed at all times.

## 6. Communication

### □ Managing e-mail

Children will not have access to e-mail.

Staff using e-mail will use a Pre-school e-mail address. This address must not be used for personal e-mail.

### □ On-line communications and social networking.

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the Pre-school.

Staff will not discuss individual children or their setting on facebook, twitter or any other social networking site.

- Staff and Committee members are not permitted to become friends with Parents/Carers on Social networking sites.
- If they are already friends, there should not be any comments, posts or private messages involving the child in the setting.
- Staff and Committee members can private message as long as not about a child in the setting.
- Facebook items for sale - if staff or committee member want to buy from a parent, they can contact them via facebook, but only with regards to the sale. No mention must be made of child in the setting.

### □ Mobile technologies

Mobile phones are not permitted within the Pre-school room. Staff are permitted to use their mobile phones in the office, but the taking of photographs on mobile phones is strictly prohibited anywhere in the Pre-school site.

### □ Use of Camerasobile technologies

Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the Pre-school.

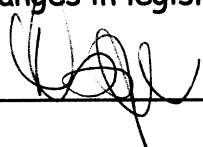
## 7. Parents and E-Safety

Parents' attention will be drawn to the Pre-school E-Safety Policy.

## 8. Handling complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the Complaints procedure.

This Policy and the provision's practices will be reviewed periodically and kept up to date in accordance with any changes in legislation.

Policy Approved By:  Date: 30/4/19

(On Behalf of the Management Committee of Little Frogs Pre-School)