

E-safety Policy

Today the use of social networking sites, emails etc are widespread and there are many safeguarding issues associated with their use which might not be immediately obvious.

Mobile telephones and many electronic games have cameras and video recording facilities which could be used inappropriately. We need to make sure that children in our care are not harmed, placed at risk or bullied through use of this technology

Use of photography and videos

Photographs and videos are useful ways of helping staff to record and monitor the development of the children in the setting, but we need to make sure that they are being used with the well-being and dignity of the child in mind.

- The pre-school asks for permission to take photographs or video to record their activities and achievements for their learning story. Permission is requested for these to be shared with the staff, external professionals and for their child to appear in other children's learning stories.
- If we want to use the pictures for anything like the website or a new brochure then we always ask for special permission.

Storage of images

- We only use the pre-school camera to take images. This is locked up every night and the photographs on it are deleted after they are downloaded. Photographs are only printed out on the pre-school printer and then deleted from the computer.
- If images are to be stored for any length of time then special permission is asked for.
- If a professional photographer was asked to take pictures for a new brochure for example, then we would ask your permission first and then the photographer would have to sign our code of conduct which would ensure the images were kept secure and only used for our marketing.
- When our staff take home printed photos to complete learning stories at home they must follow our procedures and ensure that they are stored securely at all times.

Use of social networking sites (e.g. Twitter, Bebo, MySpace, and Facebook) and multi-media sharing websites (e.g. Flickr and YouTube)

If they use these sites, staff and volunteers should never name or identify any child or family that attends the pre-school or post pictures of, or discuss or comment on, a child or family that attends the pre-school.

Staff and volunteers need to think carefully about their use of these sites and what they choose to put on them and how this might impact on the pre-school and their suitability to work with children.

Use of mobile phones and electronic devices such as ipads and ipods

Most mobile phones etc have cameras and access to the internet. Staff and volunteers must not carry or use personal mobile phones when working with the children.

Personal mobiles are stored in the office and their use is limited to breaks in the office or off site. Parents and visitors to the setting are asked to store and use their phones in the office.