

E-Safety Policy

Aim

This policy sets out to ensure that the children in our care are not harmed, placed at risk or bullied through use of the internet, emails, blogs, and social networking sites; or by mobile phones, electronic devices and games. By highlighting the safeguarding issues and setting out clear guidelines this policy will help to ensure appropriate, effective and safe use of communications in our setting.

Use of photography and videos

The use of photography and video help practitioners to support children's development, engage parents in children's learning and development and reflect on their own practice. This policy aims to ensure that this is done in a way that is legal and that safeguards the privacy, dignity, safety and wellbeing of children.

Written consent

- Informed written consent will always be obtained when a child starts at the pre-school 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.
- Sometimes it may be necessary to use these images for marketing purposes or as part of a display outside of the pre-school and *additional informed written consent* will always be obtained from those families involved. For example: the Stepping Stones brochure.

Storage of images

- The pre-school provides a camera and an ipad for use by the staff to record images of the children.
- The camera and the ipad are stored in the locked Stepping Stones office at night.
- Images are only imported on to the pre-school computer and then removed from the camera and ipad.
- Photographs are only printed out on the pre-school printer and then deleted from the computer.
- We store selected images on the pre-school computer for marketing purposes and displays and permission is sought from the parents and carers to use the images for those specific purposes.

Transport and storage of photos from the premises for work purposes

Sometimes it may be necessary for a professional to take photographs for marketing purposes on another camera and edit these on another computer. In order to do so safely they must follow and sign the following guidance:

- To keep the images secure.
- To not publish them for their own purposes.
- To not copy them for other purposes.
- To delete the images once no longer needed.

Staff are required to remove paper copies of photos from the pre-school in order to complete learning stories at home, in order to do so safely all staff are required to sign and follow the following guidance:

- To transport photographs and learning stories in official Stepping Stones messenger bag.
- To keep secure/supervised in transit.
- To store securely at their home.

Indecent images

Adults who are found in possession of indecent images of children or who access or possess links to such websites will be viewed as a significant threat to children and the police and Local Authority Designated Officer (LADO) will be informed.

Staff and volunteers must make sure that children are not exposed to any inappropriate images or web links when using the internet in the setting.

Use of social media sites

Social media is the term commonly given to websites or online tools that build and maintain community engagement. Examples include: message boards, blogs, social networking and content sharing (e.g. Twitter and Facebook) and multi-media sharing websites (e.g. Instagram and YouTube)

The setting has a facebook page and unless express permission has been sought children must not be identifiable in images posted on the page and children and families must not be named.

- Staff and volunteers should never name or otherwise identify any child or family that attends the pre-school on a social networking site or post pictures of, or discuss or comment on, a child or family that attends the pre-school.
- Staff need to consider their personal use of social networking sites and how this will reflect on the pre-school and their suitability to work with children.

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

Staff and volunteers must not carry or use personal mobile phones when working with the children.

- Personal mobile phones must be stored in the office.
- The use of mobile phones is limited to allocated breaks and to the office or off site.
- Visitors should be asked to store their mobile phones with their personal belongings in the office and to limit their use to the office.
- Parents and carers should be discouraged from using mobile phones etc. on the premises.

The setting owns a mobile phone, which does not have video or camera facilities. This is the only mobile phone which is allowed to be used on the premises when the children are present. The mobile phone is taken on trips to the garden and school grounds and on outings.