

37. E-Safety Policy

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Sept 2017	to support ICT policy (No 21)	K Coupe & V Diesel	Dropbox.com Website	
V2.0	Sept 2018	Update re. GDPR	K Coupe	Dropbox.com Website	2020
V3.0	29 Apr 2019	Updated re Facebook page	K Coupe	Dropbox.com Laptop	Apr 2021

Statement of Intent

At North Nibley Pre-school we want staff to be protected when using any form of Information and Communication Technology (ICT) to include the internet¹.

Aims

Our aims are to act responsibly and the following guidelines should be followed for your protection. At North Nibley Pre-school we want to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the Pre-school.
- Emails are covered by the General Data Protection Regulations 2018, Data Protection Act 2018 and the Freedom of Information Act (2000), so safe practice should be followed in respect of record keeping and security. All users must report immediately any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature.
- Staff should not talk about their professional role in any capacity when using social media such as Facebook, Twitter and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected with the Pre-school, member of the community or be incompatible with your professional role.
- Use North Nibley Pre-school's ICT systems and resources for all official business. This includes work email addresses, work mobile phone or photography equipment.
- Only take images of children and/or staff for professional purposes, in accordance with the Pre-school's ICT policy². Ensure that the parent/carers of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from the website when they expire.
- No images of children attending the Pre-school will be uploaded onto the Pre-school's Facebook page³.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

¹ See Policy 21 : Information and Communication Technology

² Photos and videos of children and staff are regarded as personal data in terms of the General Data Protection Regulations 2018

³ See Policy 23 Social Networking

- Staff should report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- 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 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.
- Staff should ensure that any online activity, **both in work and outside**, will not bring North Nibley Pre-school or their professional role into disrepute.
- Staff have a duty to report any E-safety incident which may impact on them, their professionalism or the setting to their line manager and/or the Committee Chair Person.

Children's use of IT equipment

- All IT equipment for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Children are not permitted to use email in the setting.
- Children never have unsupervised access.

Complaints

Any complaints about the inappropriate use of the internet or other technologies will be handled through the Pre-school's Complaints policy.

Disposal of IT assets

Disposal of IT assets holding data shall be in compliance with the Information Commissioner's Office guidance⁴. We will ensure that we use an IT asset disposal company which holds the required qualifications when the time comes.

Further Guidance

NSPCC online course: *Child Protection: an introduction* [www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction]. CPD certified

⁴ See Policy 36 : Data collection and information sharing for more information