

**eSafety**

**Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults in terms of eSafety and from the unacceptable use of mobile phones and cameras in the setting.

**Procedures**

Apsley Lock Pre School Pre-School is registered with the Information Commissioner’s Office (ICO) as we hold and store personal data about children and families and also use digital cameras (which always remain in the setting).

The person responsible for eSafety in our setting is Lucy Peters. Lucy has completed eSafety training through Herts for Learning.

Information posters regarding eSafety are displayed on our noticeboard. We also have a special storybook about eSafety and online responsibility called “Digiduck’s Big Decision” which can be used by families and accessed online as a pdf document on our website.

We are in regular contact with Herts for Learning to keep up to date and ask for any advice.

*Personal Mobile Phones*

* Personal mobile phones belonging to members of staff are not used on premises during working hours unless agreed by the manager or deputy manager.
* At the beginning of each individual’s shift, personal mobile phones are stored in the kitchen area, in the individual’s locker.
* In the event of an emergency, personal mobile phones may be used away from the children with permission from the manager or deputy manager and with another member of staff close by.
* Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
* Members of staff will not use their personal mobile phones for taking photographs of children on outings.
* Parents and visitors are requested not to use their mobile phones whilst on the premises.

*Cameras and videos*

* Members of staff must not bring their own cameras or video recorders into the setting.
* Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
* Photographs or recordings of children are only taken on equipment belonging to the setting.
* Camera and video use is monitored by the setting manager
* Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s registration form).

*Web and Social Media*

* Members of staff are expected not to talk about their professional role at Apsley Lock Pre School Pre-School in any capacity when using social media such as Facebook and Twitter.
* Permission will be requested first before photographs of children are posted on the Apsley Lock Pre School Pre-School web site and we will only ever show the backs of the children’s heads or blur out their faces.
* Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
* Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
* In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
* Staff observe confidentiality and refrain from discussing any issues relating to work
* Staff should not share information they would not want children, parents or colleagues to view.
* Staff should report any concerns or breaches to the designated person in their setting.
* Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

*Internet and Apps*

* Any tablets in the setting have “Parent Controls” set up on the Internet browser tab.
* The App store is password protected so children cannot access and download anything.
* All apps installed on the tablet are downloaded and checked by staff for suitability before the children are allowed to use them.
* Staff laptops are not accessible to children so they are not able to access the wider Internet on any device.
* The children’s laptop does not have Internet access on it.

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| This policy was adopted at a meeting of | Apsley Lock Pre-school |  |
| Held on | February 2019 |  |
| Date to be reviewed | Ongoing |  |
| Signed on behalf of the management committee |  | |
| Name of signatory | Andrew Jones | |
| Role of signatory (chair) | Chair | |

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| --- | --- |
| Date reviewed/updated | Signature Pre-school Leader/Manager |
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