



E-Safety Policy

Policy Statement

E-Safety concerns safeguarding children, young people and staff in the digital world. This policy includes not only internet technology but also electronic communications via mobile phones and wireless technology. This policy will help support and protect children, young people and staff when using technology in our setting. All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status. The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour.

E-mail and Internet use

The Hullbridge Pre-school encourages its employees to use e-mail and the internet. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent. If you are unsure about whether something you propose to do might breach the settings internet and email guidance, then you should seek advice from the setting manager.

Personal blogs

Employees/volunteers are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of The Hullbridge Pre-school's confidential information, breach copyright, defame the setting or its families or employees; bring the setting into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

Social networking websites

The Hullbridge Pre-school respects employees and volunteers right to a private life. However, we must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites, you must:

- refrain from identifying yourselves as working for The Hullbridge Preschool
- ensure that you do not conduct yourself in a way that is detrimental to The Hullbridge Pre-school
- take care not to allow your interaction on these websites to damage working relationships between employees and parents/carers of The Hullbridge Pre-school
- not request parents/carers as friends or accept friend requests from parents/carers (further information can be found in the Staff Handbook)

Cyber Bullying

The Hullbridge Pre-school is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the setting. We can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using:

text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms.

Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Telephone use

The Hullbridge Pre-school allows its employees access to The Hullbridge Preschools telephone for work-related purposes. Staff are asked not to make personal calls during their working hours, however, if there is an urgent personal call that you need to make, then staff and volunteers are able to use The Hullbridge Pre-school's telephone or use their own personal mobile in the staff cupboard or outside the premises, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of the setting manager before making this call. Staff/volunteers may give The Hullbridge Pre-school telephone number as an emergency contact

Monitoring

The Hullbridge Pre-school reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. We also reserve the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of The Hullbridge Pre-school's electronic systems, the rights of the other users, and to ensure compliance with our policies.

Mobile phones

Staff/volunteers must ensure that personal mobile phones are not carried on their person during working hours. Personal mobile phones must be switched off or on silent during working hours, and stored in the staff cupboard or the lockable desk drawer. Mobile phones can be used in the staff cupboard or outside of the premises during lunch or rest breaks. Employees/volunteers may give The Hullbridge Pre-school telephone number as an emergency contact.

Visitors are made aware of our mobile phone policy on arrival at the setting verbally and visually (via a poster) on the signing in book.

Where trips are taken outside of the setting and mobile phones are not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings book.

Parents/Carers are also not allowed to use mobile phones while in the setting. It will be stated whether permission is granted at preschool events such as parties and sports day before they commence.

Camera and video phones and their use in the setting, especially to photograph children in the setting or on trips, are subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography. The setting will provide suitable equipment to take photos ie) preschool camera and ipads and these must be stored at the setting in the lockable desk drawer outside of session times.

Staff/volunteers found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees/volunteers who breach this policy could also face criminal prosecution. The Hullbridge Pre-school will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act 1998.

Use of Digital Photography

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2007).

Procedures

Under the Data Protection Act 1998, The Hullbridge Pre-school must seek parental consent to take photographs and use video recordings of their children. Photographs will be stored on the pre-school laptop, which is password protected, until the pre-school ceases to operate, should this occur then all photographs will be shredded or deleted from the pre-school laptop. The laptop is always kept securely in the setting.

Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parent/carers to look through. They may also be uploaded onto Tapestry (online journal system) for the use of observations. (see Tapestry policy). Often photographs may contain other children in the background. Events such as Sports Day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc; however, in this instance specific parental permission for the use of these photos would be required (signature on the registration form). On the registration form, we request permission from the parents/carers for photos to be taken of their child for the use in childrens records, preschool website, newsletters and staff coursework. We also request permission for the children to have their photo taken by a photographer.

Where permission is not given by the parent/carer for the child to be photographed or videoed in the setting, all staff are notified immediately. The setting manager will check all photographs and videos before they are published to ensure the child is not included.

This policy was adopted at a meeting of (name of setting)
Held on (date)
Date to be reviewed date
Signed by
Name of Signatory
Role of Signatory (ie manager)