



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## E-SAFETY POLICY

Parents/Staff Pack

Humpty Dumpty Pre-school has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times under the umbrella of the Safeguarding Policy. The E-Safety Policy is the implementation of the Safeguarding Policy and Mobile Phone Policy in relation to electronic communication of all types.

### **Aim**

To ensure the safe use of technology to enhance the work of the nursery and to provide a working knowledge of technology in a fun and stimulating way.

### **Procedures**

The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning.

### **Digital Images**

- Staff must only use the setting's own digital camera to take any photographs and these must be downloaded and deleted every half term. After a child has left the setting all images of that child will be destroyed. The only images kept will be those kept for prosperity.
- Staff cannot use any other digital device to take photographs in the setting.
- Parent's or Carer's permission will be obtained for all images taken.
- Video footage will not be taken in nursery unless for a nursery event, in which case a member of staff will take it officially and parents written permission will be obtained prior to footage being filmed.
- We also make the request of visitors that they take no unauthorised photographs of their child or other children. When permission is given, these are under strict conditions of publishing their own children on social media, not other children or staff.

### **Computer, and Internet Use**

- The computer is owned by Humpty Dumpty Pre-school and has appropriate software to ensure safe internet use.
- A staff member will be responsible for system support and will ensure that the appropriate filters are applied to the nursery.
- If staff discover unsuitable sites have been accessed on the nursery PC, they must report their findings to the Manager/Deputy Manager immediately, so that filters can be reviewed.
- A member of staff will observe the children when they are using the internet and ensure that it is appropriate.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Work email accounts may only be accessed on the Humpty Dumpty Pre-school laptop, unless written permission is given from the Manager.
- Nursery Internet access will be tailored expressly for educational use and will include appropriate filtering and monitoring. Children will learn appropriate internet use. Staff will guide children in online activities that will support their learning journeys.

## E-Safety Policy cont.....

- The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.
- Social networking sites will not be accessed during working hours.
- Children will only use age appropriate software in the setting.
- Staff are asked not to contact parents from their personal email accounts, nor give out their personal email address's
- Staff may access the internet via their personal smart phones in their own time and during their staff breaks.

### **Filtering and Monitoring**

When children use the nursery's network to access the internet with the help from their keyworkers, they are protected from inappropriate content by our filtering and monitoring systems.

[Filteringandmonitoring\(safeguardingschools.co.uk\)](http://filteringandmonitoring(safeguardingschools.co.uk))

### **Social Media**

Humpty Dumpty Pre-school asks that nursery staff members do not accept friend's requests from parents whilst their children attend the setting. If a member of staff is already friends with a parent who has just started, this policy sets out to ensure that they are all aware of the following risks and apply the relevant precautions.

- When using media sites no reference to specific parents or children by name.
- No pictures taken at the nursery setting should be published on personal social media pages.
- If staff have a friend as a parent, they are asked to ensure that any posts are respectful of the setting and always maintain a professional attitude towards their work, or this could bring the nursery into disrepute.

This policy is reviewed in line with government guidance