All Saints Nursery School

<u>E SAFETY POLICY (Staff & Students)</u>

The nominated e- Safety Coordinator is Lynn Harris

The Nursery accepts that the Internet is a part of everyday life for education, business and social interaction.
Its benefits for staff include
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- access to learning wherever and whenever convenient.

The Nursery will ensure that the copying and subsequent use of Internet-derived materials by staff and students complies with copyright law.

The Nursery will encourage staff and students to be critically aware of the materials they read and they need to validate information before accepting its accuracy.

Managing Information Systems
The Nursery will regularly review the security of the ICT systems and update virus protection software.
Portable media may not used without specific permission, memory sticks taken off the premises are password protected.
Unapproved software will not be allowed.

Use of Email
Staff understand they should be using a work provided email account to communicate with parents/carers, and other professionals for any official nursery business. This is important for confidentiality and security and also to safeguard members of staff from allegations.
Spam, phishing and virus attachments can make email dangerous

- Staff will only use the official nursery email account to communicate with parents and carers.
- Emails sent to external organisations will be written carefully and checked before sending, in the same way as a letter written on nursery headed paper would be.
- The forwarding of chain messages is not permitted.
- Staff should not use personal email accounts during nursery hours (other than lunch and break times) or for professional purposes.

NurseryWebsite
The nursery website address **is www.allsaintsnursery@btconnect.com**
Please note the the nursery website is currently being up-dated.
The contact details on the website is the nursery address, email and telephone number. Staff personal information is not published. The e-safety co-ordinator takes overall editorial responsibility for online content published by the nursery and ensures that content published is accurate and appropriate The

nursery website complies with the KCC guidelines, including respect for intellectual property rights, privacy policies and copyright.

The Nursery has a Photography policy regarding the use of photographic images of children which outlines policies and procedures.
- Children's names will not be used anywhere on the website, particularly in association with photographs
- Written permission from parents/ carers will be obtained before images/videos of pupils are electronically published

Social Networking

Staff personal use of social networking, social media and personal publishing sites are discussed as part of staff induction and safe and professional behaviour policies.

- Staff should at no times post anything regarding children, their parents/families or other staff at the setting on social networking sites.
- No photographs from the setting may be used, or ones which identify the setting or children.
- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, should make their manager/owner aware.
- Nursery Logos and trademarks may not be used without written consent.

All Staff must read and adhere to the setting Social Networking Policies: breach of this policy may result in disciplinary action which could ultimately lead to summary dismissal on the grounds of Gross misconduct

Internet Filter Controls

Occasionally mistakes may happen and inappropriate content may be accessed. If staff discover an unsuitable sites, the URL will be reported to the e-Safety Co-ordinator who will then record the incident and escalate the concern as appropriate.

Any material that the nursery believes is illegal must be reported to appropriate agencies such as IWF(Internet Watch Foundation), Kent Police or CEOP (see e-Safety contacts and references).

New Technology

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in nursery is allowed.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Internet Access Within The Nursery
A current record of all staff and students who have access to the nursery's electronic communications is attached to this policy. If a student has 'one off access' their name and date of access is added to the list.

E-Safety Risks
The nursery will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via the nursery computer. Neither the nursery nor KCC can accept liability for the material accessed, or any consequences resulting from Internet use.

E-Safety risks can be experienced unintentionally or deliberately by people acting inappropriately or even illegally. Any potential concerns must be dealt with at a personal level.
Incidents of concern may include unconsidered jokes and comments or inappropriate actions. Any illegal activity would need to be reported to the school Designated Child Protection Coordinator.

Where there is cause for concern or fear that illegal activity has taken place or is taking place involving the use of computer equipment, the nursery will determine the level of response necessary for the offence disclosed. The decision to involve Police should be made as soon as possible, after contacting the Children Safeguard Team or e-Safety officer, if the offence is deemed to be out of the remit of the nursery to deal with.

Otherwise, the nursery will manage e-Safety incidents in accordance with the discipline/ behaviour policy where appropriate and will inform parents/carers of any incidents of concerns as and when required

Cyberbullying
Cyberbullying (along with all other forms of bullying) of any member of the nursery will not be tolerated. Full details are set out in the nursery's policy on anti-bullying and behaviour.

Cameras
Staff are not permitted to have a camera in their possession whilst on duty at the setting. The only camera to be used for taking photographs is the Nursery School camera. No member of staff is permitted to use a personal camera or mobile phone to take pictures of children.

Mobile Phones
The safety of children in the Nursery is paramount.
Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting.
All mobile phones are to be switched to silent and kept in the office in a named bag, during session times, staff meetings and training sessions. They should never be used in front of parents or children.
Absolutely no texting is allowed during session time with the children or at meetings.
No mobile phone camera or personal camera should ever be used within the Nursery.
Phones can be used during the lunchtime period only in the office area and the Nursery phone can be used at the Managers discretion. Families should be given the nursery land line number as an

emergency contact.

The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.

Electronic devices of all kinds that are brought in to nursery are the responsibility of the user. The nursery accepts no responsibility for the loss, theft or damage of such items. Nor will the nursery accept responsibility for any adverse health effects caused by any such devices either potential or actual

Staff are not permitted to use their own personal phones or devices for contacting young people and their families within or outside of the setting in a professional capacity.

Staff will be issued with the school phone where contact with students or parents/carers is required

New Technology Affecting E Safety

It is important that all staff feel confident to use new technologies in teaching but are also aware of the importance of e–Safety.

Particular consideration must be given when members of staff use devices with nursery information outside of the nursery. Staff are made aware of their responsibility to maintain confidentiality of nursery information with child protection being paramount.

ICT use is widespread and all staff including administration, committee members should be included in awareness raising and training.

The Nursery e–Safety Policy will be formally provided to and discussed with all members of staff and staff will be made aware that Internet traffic can be monitored and traced to the individual user.

All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within the nursery. Civil, legal or disciplinary action could be taken if they are found to bring the nursery into disrepute, or if something is felt to have undermined confidence in their professional abilities.

The Management Committee will review the e-Safety policy annually and monitor its impact. They will also ensure that they revise the e-Safety policy and practice where necessary (such as after an incident or change in national legislation).

The Nursery Manager and Management Committee have a legal responsibility to safeguard children and staff and this includes online activity.

This policy was originally adopted at a meeting of the Nursery School held on November 2013

Date to be reviewed   November 2014

Signed on behalf of the management

committee

Name of signatory

Role of signatory (e.g. chair/owner)

Nursery e-Safety Audit

This self-audit should be completed by the designated person responsible for e-safety policy.

Has the school an e-Safety Policy that complies with Kent guidance?	Y/N
Date of latest update:	
Date of future review:	
The school e-safety policy was agreed by the committee on:	
The policy is available for staff to access at:	
The policy is available for parents/carers to access at:	
The Designated Child Protection Coordinator is:	
The e-Safety Coordinator is:	
Were all stakeholders (e.g. committee, staff and parents/carers) consulted with when updating the school e-Safety Policy?	Y/N
Has up-to-date e-safety training been provided for all members of staff? (not just teaching staff)	Y/N
Do all members of staff sign an Acceptable Use Policy on appointment?	
Are all staff made aware of the nursery's expectation around safe and professional online behaviour?	Y/N
Is there a clear procedure for staff, and parents/carer to follow when responding to or reporting an e-Safety incident of concern?	Y/N
Have e-safety materials from CEOP, Childnet and UKCCIS etc. been obtained?	Y/N
Are e-safety rules displayed in all rooms where computers are used and expressed in a clear form ?	Y/N
Do staff/students sign an Acceptable Use Policy?	Y/N
Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	Y/N
Has an ICT security audit been initiated?	Y/N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N
Is Internet access provided by an approved educational Internet service provider which complies with DfE requirements (e.g. KPSN)?	Y/N
Are members of staff with responsibility for managing filtering, network access and monitoring systems adequately supervised/updated by the e-safety designated person?	Y/N
Does the school log and record all e-Safety incidents, including any action taken?	Y/N

Are the Parent Committee monitoring and evaluating the school e-Safety policy and ethos on a regular basis?	

e-Safety Contacts and References

CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk

e–Safety Officer, Children's Safeguards Team, Families and Social Care, Kent County Council. The e-Safety Officer is Rebecca Avery email: esafetyofficer@kent.gov.uk   Tel: 01622 221469

Childline: www.childline.org.uk   **Childnet:** www.childnet.com

Children's Officer for Training & Development, Children's Safeguards Team, Families and Social Care, Kent County Council. The Children's Officer for Training & Development is Mike O'Connell email: mike.oconnell@kent.gov.uk Tel: 01622 696677

Children's Safeguards Team: www.kenttrustweb.org.uk?safeguards

Click Clever Click Safe Campaign: http://clickcleverclicksafe.direct.gov.uk

Cybermentors: www.cybermentors.org.uk   **Digizen:** www.digizen.org.uk

EiS - ICT Support for Schools and ICT Security Advice: www.eiskent.co.uk

Internet Watch Foundation (IWF): www.iwf.org.uk

Kent e–Safety in Schools Guidance: www.kenttrustweb.org.uk?esafety

Kent Police: In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Kent Police via 01622 690690 or contact your Safer Schools Partnership Officer. Also visit www.kent.police.uk or www.kent.police.uk/internetsafety

Kent Public Service Network (KPSN): www.kpsn.net

Kent Safeguarding Children Board (KSCB): www.kscb.org.uk

Kidsmart: www.kidsmart.org.uk

Schools Broadband Service Desk - Help with filtering and network security: www.eiskent.co.uk Tel: 01622 206040

Schools e–Safety Blog: www.kenttrustweb.org.uk?esafetyblog

Teach Today: http://en.teachtoday.eu   **Think U Know website**: www.thinkuknow.co.uk

Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com