

E-Safety Policy

Statement of intent

At Elworth Pre-school Group we believe that children flourish best when they are offered the opportunity to experience using different forms of media and technology which is aimed at their own personal developmental ability. We ensure that access to this technology is safe and protected.

Aim

We aim to teach children to use technology in a safe manner. We ensure the programs that the children have access to, are suitable for their development level and that we support their learning in this area.

Writing and Guidance

This policy is drawn up to protect all parties – the children, the staff and the pre-school and aims to provide clear advice and guidance on how to minimise risks and how to deal with infringements.

Context

We plan to provide an environment rich in technology where children can have easy access to resources which will enrich their awareness and understanding in the rapid changing world in which they live.

It is the duty of the pre-school to ensure that every child in their care is safe, and the same principles should apply to the virtual or digital world.

We aim to provide a wide range of activities and experiences linked to ICT which enable children to make choices as they develop their knowledge, skills and understanding.

Provision will be inclusive, ensuring equal access to technology regardless of age, race, ethnicity, gender or additional needs.

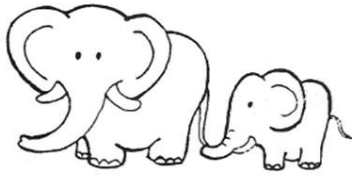
Children, the internet and enhancing learning

Children's ICT progress is assessed regularly and information from this is used to provide for their individual needs and to inform planning.

At the present time the children do not have access to the internet.

Children will be closely monitored by staff when using the computer.

The children will be limited on the amount of time they spend on the computer.



Evaluating internet content

The Pre-school will ensure that the use of Internet derived tools and programs by staff complies with copyright law.

Publishing pupil's images and work

Pupils names will not be used anywhere on the Pre-school website or other on-line space, particularly in association with photographs.

Written permission from parents or carers' will be obtained via a data protection form, before photographs of children are published on the Pre-school website or used in school promotional material.

Work produced by the children will only be published with permission of the child and parent/carers'.

Managing emerging technologies

The use of mobile phones by staff is detailed in the Mobile Phone policy.

The Pre-school uses 'Learning Book' to take photographs, videos and to make text observations of the children. All parents/carers are required to sign an agreement form for this to be undertaken before a child is added to the system.

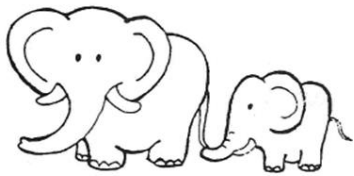
Protecting personal data

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

Assessing Risk

The Pre-school will take reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The Pre-school cannot accept liability for material accessed, or any consequences of Internet access.

The pre-school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate and effective.



E-Safety Policy

Handling e-Safety complaints

Complaints of ICT misuse will be dealt with by Helen Jones or Margaret Edwards (or if appropriate the Chairperson of the Committee).

Any complaint about staff mis-use will be referred to the manager.

Staff are given information about infringements in use and possible sanctions.

Staff and the e-Safety policy

All staff will be given the Pre-school e-Safety Policy and its importance explained.

All staff will be asked to sign the Professional Conduct agreement. As part of this agreement staff are requested not to be 'friends' with parents of children during the time the children attend the Pre-school.

Parents and carers support

Parents are requested not to publish photos of their or other parents' children with their names and the name of Elworth Pre-school Group on social networking sites.

Parents are requested that they do not discuss Elworth Pre-school Group on social networking sites, particularly if they have a concern. In the first instance any concerns or comments should be raised with the Pre-school staff or committee to allow them to respond appropriately.

Parents' and carers' attention will be drawn to the Pre-school e-Safety Policy in newsletters, the Pre-school information pack and the Pre-school website.

This policy was adopted at a meeting of

Elworth Pre-school Group

Held on

..... (date)

Date to be reviewed

..... (date)

Signed on behalf of the management
committee

Name of signatory

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