E-Safety Policy

The welfare of your child is paramount to us. It is our duty to protect all children within our care, complying with all relevant legislation.

This policy is the implementation of our Safeguarding policy in relation to electronic communications of all types.

The Internet

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. It is important for children to learn to be e-safe from an early age and the Nursery can play a vital part in starting this process.

In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibility to possible risks.

Significant educational benefit should result from internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Ducklings internet access is tailored expressly for educational use and includes appropriate filtering. Staff guide children in online activities that support their learning journeys.

The Ducklings Staff are responsible for:

- Monitoring the websites being used by the children during Ducklings sessions.
- Ensuring that material accessed by children is appropriate
- Ensuring that the use of any internet derived materials by staff or by children complies with copyright law
- Ensuring that the Manager is informed immediately if staff or children discover unsuitable sites have been accessed on the Ducklings Laptop or tablets, so that the filters can be reviewed.

The internet is also used in Ducklings to support the professional work of staff, to allow effective planning and resources. Unsuitable sites must not be accessed by Ducklings staff. A breach of this policy will be considered gross misconduct by staff and will be dealt with accordingly.

Ducklings Website

Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website, particularly in association with photographs.

Written permission from parents or carers for featuring their child on the website is requested when each child starts at Ducklings and parents/carers wishes are followed at all times.

Managing e-mail

Children will not have access to e-mail.

The staff will access to the Ducklings email address on the Ducklings laptops. This address will not be used for personal emails.

On-line communications and social networking

On-line chat rooms and social networking sites such as Facebook or Twitter will be not used at Ducklings. Staff will not discuss individual children or the setting or make any reference to incidents or personal feelings relating to their work on facebook, twitter or any other social networking site.

It is Ducklings policy that staff are not 'friends' with parents/carers on any social network site.

Mobile technologies

Staff are to keep their mobiles switched off and stored in the staff cupboard whilst the session is in progress. Any communications are to be made via our landline.

Cameras

The Ducklings cameras are designated for Ducklings use only for recording images of children's activities and achievements. The cameras are to be stored in a locked cupboard. Photographs will be used for displays and observations and will remain on Ducklings premises.

Photographs taken by parents at Ducklings events such as Sports Day and Christmas Nativity, should be for personal use only and must not be uploaded to social networking sites if the image contains children other than their own.

Policy adopted by Sarratt Ducklings Management Committee

Date

Signed