

**E-Safety Policy**

The internet plays an integral part in everyone’s lives. Lavington Pre-school also has the internet installed in the office. This allows effective communication between parents regarding children’s attendance, enquiries etc., and for staff to access resources online. The intention of this policy is not to stop staff from conducting legitimate activities on the internet at work or at home but serves to highlight areas in which conflict can arise.

At Lavington Pre-school:

* Staff can freely access the internet for pre-school matters such as finding resources, booking training, online shopping for supplies.
* Personal use is not permitted.
* Incoming e-mails can be read by the staff whilst in the office where appropriate.
* Staff should be aware of viruses.
* Outgoing emails should be well structured and professional just as if a letter was being sent out.
* Staff are requested to be careful about content that they search out or download.
* The internet is not accessible in the playroom. The Deputy Manager has internet access on their work tablet to enable her to update the pre-school’s face book page and the website.
* We give parents an E-safety leaflet to read, in the child’s folder.
* We keep all the children’s observation and assessment details on “2Buildaprofile”. Please see the attached sheet on the Security and Privacy of this.

**Mobile Phones**

Lavington Pre-school prohibits the use of personal mobile phones within the playroom and pre-school gardens during working hours.

All mobile phones are required to be kept in the designated basket in the office. They are accessible to the staff only on staff breaks. Staff may give the setting’s land line telephone number as an emergency contact number.

However, if there is an urgent personal call that you need to make, then you are able to use the land line telephone or use your personal mobile in the office, provided that this does not take you out of ratio or take up an unreasonable amount of time. You will require the permission from the Manager before doing so.

**Photographs**

When children enrol at Lavington Pre-school, parents complete a consent form to ensure photographs are only taken of those children who have written consent. Additional consent is sought when taking photographs to be used for press release and the names of the children not used. If children are photographed for our website or facebook we always take care not to use images of the children’s faces. We ensure that the content on our website, facebook or within any other marketing material is accurate and appropriate. Staff are not permitted to keep photos or videos of the children, whether in the setting or out on trips, on their own personal computers mobile phones, tablets or cameras. Staff are not permitted to e-mail photographs as attachments from the Lavington Pre-school computers unless for marketing purposes with permission from the Manager and having permission from the parents. Photos that are no longer required are shredded. Photos taken on the pre-school camera are deleted once printed. At the i

At Lavington Pre-school we have a professional come in to take end of year photographs of our leavers. Only those children whose parents have agreed for their child(ren) to be in the photograph will be allowed to be photographed.

**2Buildaprofile**

We use this web suite based observation system to record all our children’s observations. This system is completely secure and protected by General Data Protection Regulations and complies with its responsibilities as a Data Processor. Lavington Pre-school is the data controller and 2Simple (2Buildaprofile) is the Data Processor.

**Social Networking**

When someone is identified with Lavington Pre-school or discusses their work, they are expected to behave appropriately when on the internet. Specifically:

* Refrain from identifying yourself as working for an early years setting.
* Do not use social networking sites during working hours.
* Do not share work-related information whether written or pictorial with other users. Our Confidentiality Policy must be adhered to at all times, even outside or working hours
* Do not conduct yourself in a way that is detrimental to the early years setting or to the reputation of the setting, staff or committee members or parents.
* Remember to maintain your status as a professional child care worker and therefore think twice before fostering online friendships with parents. Parents are asked to respect this professional relationship.

If a staff member believes something has been written which gives rise to concerns within this or any other policy, this must be discussed with the Manager or Chair of the Committee.

**Cyber Bullying**

Lavington Pre-school is committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. We provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using social networking sites, text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on websites, 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.

**Personal Blogs**

You are free to set up personal weblogs or ‘blogs’ on the internet, provided that they do not breach the law; disclose any of the early years settings’ confidential information; breach copyright; defame the company or its suppliers, customers or employees; bring the organisation into disrepute or disclose personal data or information about any individual that could breach the General Data Protection Regulations.

**How will complaints be handled?**

* Any complaint about staff misuse must be referred to the Manger or the Chair of the Committee.
* Parents will need to work in partnership with staff to resolve issues should they arise.
* There may be occasions when external agencies or the police must be contacted. Please refer to Lavington Pre-school’s Safeguarding Children and Child Protection Policies and Procedures.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the E-Safety Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school E-Safety Policy will be reviewed on:**

**Date: ……………………………………………….… Signed: ……………………………………………………………**

**Name: ……………………………………………….. Post: ………………………………………………………………..**

**The Lavington Pre-school E-Safety Policy will be reviewed on:**

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