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Internet Policy (E-Safety)

The internet can be a valuable resource for the preschool, Bradpole Preschool Internet policy aims to outline safe and effective practice in the use of the internet for staff, parent/carers and children. We have a responsibility to role model the safe use of the internet and to promote children's awareness of privacy and behaviour when accessing the internet. This is used in conjunction with the preschool Safeguarding Children and Child Protection policy.

The Internet policy applies to all individuals who have access to and/ or are users of work related ICT systems, this includes children, young persons, parents and carers, Early Years Practitioners, managers, students, volunteers, committee members, visitors and contractors.

This policy applies to Internet access through any medium, computers, mobile phones, watches and gaming devices.

- The preschool the children do not have direct access to the internet
- The E-Safety Champion is Nikki Moss and the administrator Lauren Matterface. They are responsible for online safety
- All ICT users should report any potentially unsafe or inappropriate online incident taking place
- An Incident log should be made of any incidents
- We have a secure internet provider and secure email account, regularly monitored and updated virus protection and use secure passwords
- The preschool has an agreed list of authorised users with controlled access
- Computers are in high visibility areas
- All staff are made aware of risks of connecting personal mobile devices to work related ICT systems
- All users are responsible for reporting any concerns or incidents to the E-Safety Champions who will inform the Designated Officer for Safeguarding
- Parents and staff have access to our own private Facebook page. All Post are authorised by an administrator.

Acceptable Use Policy

Bradpole Preschool recognises that the internet can be a useful resource in the preschool. To ensure the safety of children, staff, students and volunteers it is important that everyone follows the Acceptable Use Policy.

- Personal emails should not be used on preschool computers unless it is for preschool business and unless permission has been given
- The internet should not be used for personal use during a session only in lunch breaks. The internet should only be used for preschool business during sessions



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- Staff, students, and volunteers should always consider their professional integrity and judgement and the preschools Code of Conduct and Confidentiality Policy when posting on social networking sites, on their own computers/mobile devices and phones in their own time
- Staff, students, and volunteers are actively discouraged from becoming “friends” with parent/carers on social network sites like “Facebook” as this may make it difficult to maintain appropriate professional boundaries
- Staff, students, and volunteers need to be careful not to make any comments or posts that may bring the preschool into disrepute
- Staff, volunteers and students should ensure that all communications are transparent and open to scrutiny
- The preschool does not allow the use of photographs of children to be used on social network sites so as to protect the privacy of children and parents and to stop images being passed around without the permission of parents

The preschool laptop

- The preschool laptop is to be only used for preschool business and is password protected.
- It is stored in the office in the bottom drawer of the desk.
- The preschool laptop may be taken home by selected members of staff with permission from the preschool Leader to conduct preschool business such as by the Administrator to pay wages. The preschool E-safety policy would still apply in these circumstances.

Online virtual appointments, meetings and parent consultations

Due to the coronavirus pandemic restrictions and to reduce the number of visitors attending the setting to prevent the spread of infection; the preschool are engaging in online virtual appointments with other agencies such as Speech and Language Therapy and parent consultations. These will be conducted using online virtual service providers such as Skype, Zoom, Microsoft Teams and NHS attend anywhere on the preschool laptop.

To ensure the safety and privacy of all those participating, some guidance has been issued for online virtual appointments and consultations.

- Parental permission is gained before a child participates in a virtual appointment.
- Be aware of the background environment and what will be visible to the other participate(s), ensure no personal or confidential information is visible.
- Do not use other devices to record or take photos during the meeting.
- To use the applications enabled security features.



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Training

Due to coronavirus restrictions limiting direct contact and moving to online training, all staff will have a new individual work training email address which links to Nexus and other providers to allow access to online training course via online portals such as Zoom and Microsoft Teams. In addition all staff will allocated an individual work Microsoft Teams account to allow use of the service.

ICT Misuse Policy

Bradpole preschool acknowledges that no system or procedure regarding ICT can be considered Safe, Secure, or fool proof as there is always a potential, whether intentional or unintentional, for misuse. The aim of our policy is to minimise such opportunities and risk.

- Children do not have direct access to the internet only chosen games and activities
- Staff have access to the internet in the office. The internet should not be used during sessions- only to be used at lunch breaks
- Mobile phones are kept in lockers or in the staff room, they are never used in the preschool room and garden
- Staff, students, and volunteers must not take photographs on personal mobile phones or cameras
- Preschool staff have cameras belonging to the setting, which are not taken off the premises, only the preschool leader or administrator may take the camera cards off the premises to get them developed
- Any photos taken of children are for record keeping or display purpose only, in line with Data Protection Act 1998 identifiable images of people may be classed as personal information and may only be used for record keeping that parents have given consent for

Any known or suspected breaches of the Acceptable use policy, Mobile phone policy, and confidentiality policy will be dealt with promptly, sensitively, and fairly in line with agreed procedures.

Priority is to ensure the safety and wellbeing of the children at all times. Should abuse be suggested then the Safeguarding Children and Child Protection Policy and Procedures will be implemented immediately.

If there is any suspicion or allegation against an employee, manager, student, or volunteer then again the Child Protection Policy will be implemented immediately and the local police and Ofsted will be contacted.



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Procedure

All online safety incidents should be recorded and monitored, and any potential patterns of behaviour identified. All incidents should be reported to the designated officer for safeguarding and an incident record written and the situation monitored.

- All members of staff must report inadvertent breaches. Failure to do so could result in higher concerns
- The context, intentions and impact of the alleged misuse must be considered
- All serious incidents must be reported immediately to the Designated Safeguarding Lead (DSL) and the registered person
- Appropriate actions will be agreed between the DSL and the registered person, and a record of such action made
- If at any time a child or young person is or has been subject to abuse of any form, the preschool's safeguarding policy will come into immediate effect
- If a referral is made after any allegation against staff, students, or volunteers, the safeguarding policy will be implemented immediately and the police and Ofsted must be contacted
- Any hardware such as a mobile phone, laptop, computer and portable media technology should be secured as evidence.

Further guidance:

- <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held on during the Autumn 2023

Date to be reviewed: Autumn 2024