E-Safety including Acceptable Use Policy

The purpose of See-saw Pre-school's online safety policy is to:
- o Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use of technology to ensure that our pre-school is a safe and secure environment.
- o Safeguard and protect all members of See-saw Pre-school's community online.
- o Raise awareness with all members of our pre-school community regarding the potential risks as well as benefits of technology.
- o To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
- o Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.

See-saw Pre-school's E–Safety Policy and its implementation will be reviewed at least annually or sooner if required.

See-saw Pre-school has various ICT equipment including 2 laptops, 2 cameras and a tablet but has no internet access.
Children are encouraged to use the laptops independently and are appropriately supervised by staff when using any technology or devices. We provide age appropriate software to facilitate our children's learning.
Children and staff are not permitted to take the 2 cameras and the tablet into the toilet area.
The pre-school mobile phone has no camera.

See-saw Pre-school's Designated Safeguarding Lead (DSL), Karen Kelderis is responsible for e-safety within the setting.

Key responsibilities of our setting
- o Supporting the development of an online safety culture outside the setting.
- o Ensuring there are appropriate and up-to-date policies and procedures regarding e-safety.
- o Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- o Making appropriate resources available to support the development of an online safety culture.
- o Taking responsibility for online safety incidents and liaising with external agencies as appropriate.
- o Ensuring there are robust reporting channels for the Pre-school community to access regarding online safety concerns, including internal, local and national support.

o   Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.

Key responsibilities of the Designated Safeguarding Lead regarding e-safety

o Acting as a named point of contact on all e-safety issues and liaising with other members of staff and agencies as appropriate.

o Keeping up-to-date with current research, legislation and trends.

o Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.

o Work with our management committee to ensure that data protection and data security practice is in line with legislation.

o To record any e-safety incidents and actions taken in the pre-school Safeguarding Folder.

o Liaising with the local authority and other local and national bodies as appropriate.

o Reviewing and updating e- safety policies, Acceptable Use Policies (AUPs) and other procedures on a regular basis (at least annually) with input from the management committee.

Key responsibilities of staff

o Contributing to the development of online safety policies.

o Reading the Pre-school Acceptable Use Policy (AUP) and adhering to it.

o Taking responsibility for the security of school/setting systems and data.

o Having an awareness of online safety issues, and how they relate to the children in their care.

o Modelling good practice in using new and emerging technologies.

o Embedding online safety education in curriculum delivery wherever possible.

o Identifying individuals of concern, and taking appropriate action by working with the designated safeguarding lead.

o Being able to signpost to appropriate support available for external online safety issues.

o Maintaining a professional level of conduct in their personal use of technology, both on and off site.

o Taking personal responsibility for professional development in this area.

Key responsibilities of parents/carers

○ Reading the pre-school's Acceptable Use Policy, encouraging their children to adhere to it, and adhering to it themselves where appropriate.

○ Discussing online safety issues with their children and reinforcing appropriate safe online behaviours at home.

○ Role modelling safe and appropriate uses of new and emerging technology.

○ Identifying changes in behaviour that could indicate that their child is at risk of harm online.

○ Seeking help and support from the Pre-school, or other appropriate agencies, if they or their child encounters online problems or concerns.

○ Contributing to the development of the Pre-school's e-safety policy.

○ Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

See-saw Pre-school's Website

○ The contact details on the website will be the school address, email and telephone number. Staff or pupils' personal information will not be published.

○ Photographs of children and their work will only be published with the permission of their parents/carers.

○ The administrator account for the Pre- school website will be safeguarded with an appropriately strong password.

○ The Pre-school will post information about safeguarding, including online safety on the school website.

Managing email

○ The Pre-school Chairperson, Secretary, Treasurer, Supervisor and whole staff are provided with a specific email address to use for any official communication.

○ The use of personal email addresses by staff/committee for any official See-saw Pre-school business is not permitted.

○ Any electronic communication which contains any content which could be subject to data protection legislation must only be sent using secure and encrypted methods.

○ Members of the Pre-school community must immediately tell the designated member of staff if they receive offensive communication and this should be recorded in the Pre-school's incident log.

○ Sensitive or personal information will only be shared via email in accordance with data protection legislation.

○ Group email addresses may be used for communication outside of the Pre-school.

○ Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on pre-school headed paper would be.

○ Pre-school email addresses and other official contact details will not be used for setting up personal social media accounts.

Social Media Policy

o Expectations regarding safe and responsible use of social media will apply to all members of See-saw Pre-school s community and exist in order to safeguard both the pre-school and the wider community, on and offline. Examples of social media may include blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chat rooms, instant messenger and many others.

o All members of See-saw Pre-schools community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.

o Information about safe and responsible use of social media will be communicated clearly and regularly to all members of See-saw Pre-schools community.

o All members of See-saw Pre-schools community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

o Any concerns regarding the online conduct of any member of See-saw Pre-schools community on social media sites should be reported to the pre-school supervisor and will be managed in accordance with existing pre-school policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

o Any breaches of pre- school policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be accordance with the relevant Pre-school policies, such as allegations against staff, behaviour and safeguarding/child protection.

Staff personal use of social media

o The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.

o Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the pre-school Acceptable Use Policy.

o All members of staff are advised not to communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with the settings supervisor.

- All communication between staff and members of the pre-school community on pre-school business will take place via official approved communication channels (pre-school e-mail addresses or pre-school mobile phone). Staff must not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the pre-school supervisor.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and should ensure that their social media use is compatible with their professional role, in accordance with pre-school policies (safeguarding, confidentiality, data protection etc.) and the wider professional and legal framework.
- Members of staff are encouraged not to identify themselves as employees of See-saw Pre-school on their personal social networking accounts. This is to prevent information on these sites from being linked with the Pre-school and also to safeguard the privacy of staff members and the wider school community.
- Member of staff will ensure that they do not represent their personal views as that of the Pre-school on social media.
- Pre-school email addresses will not be used for setting up personal social media accounts.

Mobile Phone Policy

See-saw Pre-school recognises that personal communication through mobile technologies is an accepted part of everyday life for staff and parents/carers but requires that such technologies need to be used safely and appropriately within our setting.

Expectations for safe use of personal devices and mobile phones

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

- Mobile phones and personal devices are not permitted to be used within the main hall, toilet area or garden.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the pre-school community and any breaches will result in disciplinary action.
- Communication between staff and parents/carers will strictly be via the pre-school mobile phone and pre-school email addresses.
- All members of the pre-school community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- Pre-school mobile phones and devices must always be used in accordance with the Acceptable Use Policy.

Staff use of personal devices and mobile phones

- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this must be discussed with leaders/managers.
- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Staff will not use any personal devices directly with children and will only use work-provided equipment during the settings opening hours.
- Personal mobile phones or devices will not be used whilst children are present unless permission has been given by the Supervisor/Deputy Supervisor in emergency circumstances. Phones or devices must be used where children are not present eg. Entrance foyer, kitchen, chair store.
- Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school/setting policy then disciplinary action will be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted and allegations will be responding to following the allegations against a member of staff policy.

Visitors use of personal devices and mobile phones

- ○ Parents/carers and visitors must use mobile phones and personal devices in accordance with the pre-schools policy.
- ○ Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the Pre-schools photographing children policy.
- ○ The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- ○ Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

Security and Management of Information Systems

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- o Personal data taken off site (such as via portable media storage) will be encrypted or accessed via appropriate secure remote access systems.
- o Portable media may not be used without specific permission followed by an anti-virus /malware scan.
- o The appropriate use of user logins and passwords to access the pre-school devices will be enforced for all but the youngest users.
- o All users will be expected to log off or lock their screens/devices if systems are unattended.

Responding to Online Incidents and Concerns

- o All members of the Pre-school community will be informed about the procedure for reporting online safety (e-Safety) concerns (such as breaches of filtering, cyber bullying, illegal content etc.).
- o The Designated Safeguarding Lead (DSL) will be informed of any online safety (e-Safety) incidents involving child protection concerns, which will then be recorded.
- o The Designated Safeguarding Lead (DSL) will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Kent Safeguarding Children Board thresholds and procedures.
- o Complaints about Internet misuse will be dealt with under the Pre-school's complaints procedure.
- o Any complaint about staff misuse will be referred to the Supervisor or DSL.
- o Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- o Pupils, parents and staff will be informed of the Pre-schools complaints procedure.
- o Staff will be informed of the complaints and whistle blowing procedure.

- All members of the Pre-school community will need to be aware of the importance of confidentiality and the need to follow the official Pre-school procedures for reporting concerns.
- All members of the Pre-school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the Pre-school will contact the Education Safeguards Team or Kent Police via 999 if there is immediate danger or risk of harm.
- If the school is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- Parents and children will need to work in partnership with the Pre-school to resolve issues.