



## E-Safety Policy

At Windsor Kindergarten we have a clear and agreed understanding of the benefits and risks of new technologies in order to prepare ourselves, the children and our families in their safe use. Most children will have access to the internet, via a range of devices; particularly touch screen tablets, mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. They can enhance the teaching and learning for both the team and pupils.

However, as a setting we are aware that technologies may be used to harm children;

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behavior that increases the likelihood of, or causes, harm

We are also aware that chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behavior and children that are in our care are not allowed to access these when in the setting. You will see signs posted around the setting to support the protection of the children and families, such as 'mobile phone free area'.

Windsor Kindertartens e-safety policy explains how we try to keep children, the team and parents safe in our environment to ensure access is effective and safeguarding procedures are in place. Reporting processes, which are clearly understood by the whole setting, allow children, parents and the team to report issues to the proprietor, manager or designated child protection officer.

### Use of the Internet for Education

The benefits include:

- Access to a wide variety of education
- Access to interactive learning materials (Tapestry through the Hudl)
- Improved motivation in pupils
- Improved team members professional development through access to dynamic curriculum material

### Team Members

Windsor Kindergarten will ensure that up-to-date online safety training and support for Early Years Practitioners and Managers is paramount. The team are supported with an induction programme, which details expected professional standards and individual responsibilities related to the safeguarding of children. Team members are



continuously supervised and supported. The team are able to contribute their views and are given clear lines of reporting. They also attend regular safeguarding training. The setting has a Designated Person whose roles and responsibilities involve the following;

- Annual training (in-service or online) for all of the team and volunteers
- Training content which is regularly updated
- E-safety responsibility
- A proactive raising of awareness through the settings website, social media or newsletters

The Designated Persons professional communications reflect the advice in Section 12 of the "Guidance for Safer Working Practice for Adults who Work with Children and Young People". There are clear restrictions for team members with the use of personal devices with and around children (see 'Safeguarding Policy' - Use of Work Mobiles, Personal Mobiles). There is also guidance given to the team around the use of personal equipment and/or social media to contact parents, for example, through face book, twitter, etc, (see 'Social Networking Policy').

Access to personal data is regulated and only used by authorised team members. We have 'data processing notice' (Information Commissions Office - ICO), detailing how the setting processes data (see Data Protection Policy for more details). All electronic devices have coded passwords and we use our own Windsor Kindergarten email addresses for sharing all 'work related' information.

## **Children**

When the children are using computers and other electronic devices in the setting they will be monitored and supervised at all times by an adult. To ensure that pupils access is as safe as possible computerised programmes can only be accessed through an adults input by the use of passwords/lock codes. No use of e-mail by children is allowed in Windsor Kindergarten.

If a child is in possession of a mobile phone/camera while in the setting it is placed in a basket, safely out of the reach of all children.

The children are offered the opportunity to learn good, age appropriate, online safety practice through structured activities, discussions or role-play. The team are aware they must incorporate e-safety activities in to their practice and the children are encouraged to foster a responsible attitude to internet use. The children are able to voice their opinion and contribute their views. The After School Club children contributed the following comments;



### **Questions asked:**

How do you keep safe when you are using computers, laptops, ipads, mobile phones, etc?  
What do you do if you see, hear or read anything that upsets you?

### **Juniors:**

'If you see anything inappropriate, just x-it or tell an adult.'  
'If it's on 'YouTube', just don't watch it.'

### **Middles:**

'I would delete it.'  
'Don't tell your password to anyone.'  
'Just ignore them.'

### **Infants (Y1)**

'If you do the wrong password it would get you in to trouble.'  
'Don't press buttons you don't know because they could cause something bad.'  
'If you know them and you think it's safe you can press them.'  
'We are going to take it away by pressing a 'take it away' button.'  
'If you see a game you don't like, you tell your mum to take it away.'

### **Reception:**

'If it's your mum's and dad's laptop you should let them do the password.'  
'To keep safe, you don't just open a laptop and hit it so you don't get electric around your body.'  
'If you want to go on a game, website, make sure it's ok with an adult.'  
'Don't try to buy apps, because you may forget the password.'

### **Parents/Visitors**

On children's entry to nursery all parents are asked to sign a 'Permission Form' for the settings use of photographable equipment, Hudl and digital videoing. It is explained on 'Home Visits' what data may be captured and how it is used/stored.

There will be nominated events in the academic year when the use of digital recording equipment, Hudl and mobile technologies may be approved, for example, the 'End of Year Concert'. Parents are asked to be mindful and respectful to others around them.

Parents are also asked to contribute and give feedback regards e-safety in the setting, via newsletters. Some children will undoubtedly be 'chatting' on mobiles or social networking sites at home. For more information on e-safety see:

[http://www.richmond.gov.uk/lscb\\_strategy\\_2008.pdf](http://www.richmond.gov.uk/lscb_strategy_2008.pdf)



Also, seek advice from the CEOP (Child Exploitation and Online Protection Centre), who provide advice for parents, young people and educational professionals.

A good link is; <https://www.thinkuknow.co.uk>

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

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Name of signatory -

Tanya Webber