Walton Lane Nursery School & Rocking Horse Club

Policy:	**E-SAFETY POLICY**
Reviewed:	January 2016
Next Review:	3 years or as legislation may require
Responsibility:	Senior Admin/E-Safety Coordinator
Category:	Safeguarding

(In this document the term 'Centre' refers to the Nursery School, and Full Day Care (Rocking Horse Club))

E-SAFETY POLICY - PURPOSE

This policy applies to all users of the Centre (including staff, students /pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of the Centre ICT systems, both in and out of the Centre.

Any issues or concerns can be reported to the eSafety Co-ordinator or any member of the eSafety Committee.

New technologies have become integral to the lives of children and young people in today's society, both within the Centre and in their lives outside.

This e-Safety Policy explains how the Centre addresses issues relating to technology, as well as wider educational and social benefits in order to help staff, Centre users, young people (their parents and carers) to be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use. This applies to all devices used within the Centre i.e. desktop computers, laptops, tablets, ipads, ipods, CCTV and mobile phones; or any other devices purchased by the Centre.

It provides safeguards and rules for acceptable use to guide all users in their online experiences. It ensures adults are clear about procedures for misuse of any technologies both within and beyond the centre.

The requirement to ensure that children and young people are able to use the Internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in the Centre are bound.

However, the use of these new technologies can put young people at risk within and outside the Centre. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content

- Unauthorised access to / loss of / sharing of personal information

- The risk of being subject to grooming by those with whom they make contact with on the Internet.

- The sharing / distribution of personal images without an individual's consent or Knowledge

- Inappropriate communication / contact with others, including strangers

- Cyber-bullying

- Access to unsuitable video / Internet games

- An inability to evaluate the quality, accuracy and relevance of information on the Internet

- Plagiarism and copyright infringement

- Illegal downloading of music or video files

- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

The Centre will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of any incidents of inappropriate e-Safety behaviour that takes place.

ROLES AND RESPONSIBILITIES

As carers we need to educate the staff, parents, children and users of the Centre to ensure that everyone is aware of the benefits and risks that can be experienced through today's technology. To be alert to the vulnerability of children, and how as carers, we can provide control and safeguards for all Centre users.

Children
- Children will be supervised at all times whilst using technology, and online devices and any games or apps used must be from a pre-approved selection checked and agreed by the e-safety coordinator.
- Children's use will be restricted to ensure a balance in educational medias.
- Online searching and installing/downloading of new programs and applications is restricted to authorised staff members only. Children should not be able to search or install anything on a setting device.

Users / Staff
- Users to read, sign and understand the **Acceptable Use Agreement.**
- Users to ensure any passwords relating to Centre programmes are confidential, and all usernames and passwords are kept secure. Staff will also be advised, that it is good practice to change their passwords on a regular basis.
- The administrator passwords are kept to a limited group, for security.
- Users are responsible for the content of all text, data, audio or images that they place on or send over LCC's email or Internet system. Users may not relinquish responsibility for the content posted or sent on their behalf by other members of staff.
- Users must report any issues they encounter with the systems or the way they are implemented to a senior manager.

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Managers

- Will ensure all servers and systems have appropriate security, which is updated on a regular basis.
- Will ensure all wireless devices are accessible only by secure passwords.
- Will ensure all mobile devices have up to date security installed, and where appropriate restrictions are applied.
- Managers should ensure that the use of Internet and email supports the business activity for which the staff are responsible in the following ways;
  - Ensure that the facilities are used in a way that is appropriate to the business,
  - Inform staff of business and policy requirements and the extent to which personal use is permitted.

To ensure appropriate safety when using technology:

The Centre will:

- Designate a person to undertake the role of e-Safety co-ordinator, who is capable of addressing or acting appropriately with any issues which occur relating to technology. Ensuring that the e-Safety co-ordinator:
  - Remains up to date with all E-safety matters and guidance issued from the Local authority, or as recommended through such agencies as CEOP (Child Exploitation and Online Protection Centre;
  - Is involved with the updating of the Centres e-Safety Policy and Acceptable Use Policies;
  - Fully aware of any incidents which occur, and the reporting/recording requirements needed; Any incidents will be recorded/reporting via the centres safeguarding/complaints/concerns procedure and the following information will be recorded in regards to e-safety:
    - Date of the incident, name of individual(s) involved, device number/location, details of the incident, actions and reasons.
  - Delivers training / advice, to staff, children, Governors and any other users, to ensure they are kept aware of updates.

- Ensure a safe and secure broadband from the Local Authority is inclusive of an effective web filter;
- Review all ICT systems, including security regularly;
- Have sufficient, up to date virus protection available and in use;
- Ensure that all personal data will be appropriately protected according to the Data Protection Act
- Ensure that every action is taken to safeguard users of all the technology equipment throughout the Centre and its satellites.
- Ensure all users receive and sign a copy of the **Acceptable Use Agreement** (attached).

Staff will:

- Be aware of their responsibilities as users of the equipment;

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- Implement appropriate actions to ensure measures are undertaken, to protect other users;
- Educate children in the acceptable use of the internet – with clear learning objectives outlined;
- Educate children in the use of the internet as an effective learning tool;
- Ensure that if in the event of an incident, the matter is reported to and acted upon by the E-safety co-ordinator;
- Ensure emails are used appropriately as per the schools system, and that any misuse such as the sending of inappropriate emails will result in action by the management;
- Ensure children are given guidance on the importance of not giving out any personal details on the internet, which can identify them or their address;
- Report any inappropriate sites which may have been accessed, immediately to the E-safety co-ordinator;

Users must:
- Be informed of the rules of the use of I.T. related equipment within the Centre;
- Observe all the security rules that apply to the use of all technology about passwords, unattended screens and so on;
- Be aware of the educational value of the correct use of technology;
- Be aware of their responsibility as users of the technology provided;
- Be aware of who to discuss any issues which they are uncomfortable with, relating to their, or others use of the technology.

TECHNOLOGY / DEVICES IN USE

Centre Web Site
- The creation of the Centre web site will only include contact details for the Centre, and no details relating to individual children or staff members.
- Photos used within the site will be with the permission of parents / carers, and staff members.
- The Headteacher / Head of Centre will have the ultimate responsibility for overseeing the materials used within the Centre web site.
- Photos of the children placed on the website will not have the child's name linked to it.
- Work produced by the children will only be able to be displayed on the site, following permission from the parents /carers.
- Anyone who has any concerns relating to any of the content on the website must direct them to the e-Safety co-ordinator, or the ICT co-ordinator.

Mobile Phones
- The use of mobile phones is not permitted within the building, by staff, children or any other Centre users.
- Should a child have a mobile phone with them, they are required to pass the phone to a member of staff until such times as the session is ended.

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- Contractors must be reminded that they must not use mobile phones whilst in the Centre. If a contractor needs to take a picture of equipment or the premises, they must first discuss this with a member of the senior staff and ensure that no children are in the area before a photo is taken and the image must be purely of the area required.

Use of USBs

- Any personal data saved to USBs must be encrypted.
- No photographs should be stored on USBs and taken out of the Centre.
- Most USB sticks are now encrypted, but if you are at all unsure, please ask the IT Officer who will show you how to encrypt the USB if necessary or alternatively, provide you with an encrypted USB.

Digital Media (tablets / ipods / ipads)

- All images taken are considered personal data under the Data Protection Act, and must be treated accordingly. The images may be used purely for purposes agreed within the Centre, e.g. displays, website, brochures and marketing material, learning journeys including iconnect. These images must not be used for any purpose, where the parents / carers have not signed in agreement.
- Parents are not permitted to take any photos within the Centre. Parents are reminded that any image of their child including any other children, must not be used or downloaded on any Social Network site.

Storage of Photographs / Videos

- All photographs taken to be used in iconnect, are automatically downloaded to iconnect and removed from the device it was taken on.
- Any photographs taken for displays etc., will be saved to a secure drive on the Centre computer system. These photographs will be saved for a presently undefined time, after which they will be deleted by the ICT co-ordinator.
- All photographs are vetted by senior teaching staff to ensure no photographs containing images of children, who for whatever reason are unable to be shown, are not used.
- When any photographs are used for advertising / publicity purposes, no child will be identified by their full name.

CCTV Footage

- Footage of children and staff within the rooms, is relayed and saved to computer hard drives within the Centre.
- None of the cameras in the rooms are positioned in or overlook any sensitive areas, within the Centre.
- Access to the footage is password protected, and those with access is limited to the ICT co-ordinator, Senior Administrator and Head of Centre.
- Footage is held for a period of 6 months after which time it is deleted from the system, unless there are any issues around a specific piece of footage in which case this is preserved for the duration of the query.

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- In the event that some footage is needed as part of a query, this footage will be copied and given to the investigating member of staff. The original will then be preserved in an archive area of the server, for a period to be agreed by the Head of Centre. Once the query has been dealt with, the copied version of the footage will be deleted permanently.

COMMUNICATION TECHNOLOGY

As new technology is introduced to the Centre, then this policy will be updated, and all users made aware of all changes.

Email
- All staff have email access, which they are requested to use in a correct and professional manner for both internal and external communication.
- Staff are permitted to access their own personal emails via the internet, but not within their working hours.
- All staff are responsible for the control of their emails, and to delete / save emails as appropriate; considering the fact that storage is not unlimited.
- Staff will be made aware that email communication can be monitored at any time, if it is felt necessary by the senior management.
- Any emails received by staff which is felt to be inappropriate must be reported immediately to the ESafety co-ordinator or a member of the senior management team.
- Individual children do not have emails addresses, though there are email addresses for groups which are monitored by the group Team Leader. These enable parents to contact the Team Leader directly, and address any issues.
- Misuse of the email system will be reported to the Head of Centre, who will act in accordance with the Centres Disciplinary Procedure.

Social Networks (also see Social Networking Policy)

With the widespread use of the Social Network a wider audience is reached, to enable communication and engagement. However, in doing so this means that we have a duty to consider our responsibilities towards our users and partners. As well as our legal duty to safeguard our children, their families, and Centre users.

The use of any social networking site within the Centre, must be carried out appropriately to maintain the integrity of the Centre.

- Social networking applications include, amongst many:
  - Blogs
  - Forums
  - Youtube
  - Twitter

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- Children will only be permitted to access social networking sites when working closely with staff, and then only when using it to support learning.

- The Centre does have its own page on a social networking site, which is used to promote services and events held. This will be controlled by the IT co-ordinator and a limited number of staff.

  All material posted will be prepared in the first instance by a member of the senior management team, and any photos will be checked thoroughly to ensure that they are able to be published.

  No names of children or staff will be published on the site, and permission will always be gained before any images are used.

  Checks will be made regularly to ensure that no comments are added to the site, which are inappropriate or offensive to staff at the Centre.

- Staff must be aware that they must not disclose any information through any social networking site, relating to the Centre, Centre staff or users of the Centre.

Please note: Walton Lane does not endorse the use of photographs and video featuring children and young people on sites such as Facebook and Twitter, due to issues with obtaining parental consent and the inability to ensure that the privacy of those young people can be safeguarded on social networking sites.

I-Connect/Parentzone

We use an on-line/app 'i-connect/Parentzone' which allows staff to track and share a child's learning journey online with parents and carers, usually in the form of photographs and text. This tool has considerable benefits, including improved levels of engagement with parents and a reduction in paperwork, careful consideration has been given to safeguarding and data security principle.

 • Personal staff mobile phones or devices (e.g. iPad or iPhone) should not be used for any apps which record and store children's personal details, attainment or photographs. Only setting issued devices may be used for such activities, ensuring that any devices used are appropriately encrypted if taken off site. This is to prevent a data security breach in the event of loss or theft.

DATA PROTECTION

- The Data Protection Act (1998) applies to all materials used and produced throughout the Centre.

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- All staff are responsible for ensuring they do not disclose any personal information, and that any personal information they use is not misused or lost.

- Passwords must not be disclosed, and all staff must ensure they log off correctly at the end of a working session.