



## Ladybirds Preschool e-safety Policy (Revised 4<sup>th</sup> January 2025)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

Ladybirds Preschool accepts that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However, we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

### Information

The staff are permitted to use the internet on the preschool computer and tablets providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age-appropriate learning programme or video footage for the children.

If a staff member wishes to access the internet for their personal use this must be at the strict request of the manager: namely *Nicola Rae* and she must approve the specific web site that is to be accessed.

Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks.

### Use of e mail

E mail can be used by staff for work purposes from the preschool computer but only sent through the preschool's email account (ladybirdssp1@gmail.com).

Where a member of staff wishes to send information via the preschool email account they must obtain strict permission of the manager.

Emailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the manager.

Staff are asked not to contact parents from their personal email accounts nor give out their personal email addresses.

## Procedures

To ensure the safety and welfare of children in our care, the pre-school operates an e-safety policy to include use of the internet, mobile phones, cameras, tablets or other handheld devices and emerging forms of communication technologies.

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of the children. It is therefore expected that all adults will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children, public in general and all those with whom they work, in line with the pre-school's Code of Conduct Policy. Adults in contact with children and young people will therefore understand and be aware that safe practice also involves judgement and integrity about behaviours in places other than the work setting, e.g. social networking sites such as Facebook.

This policy has been developed with reference to Wiltshire Safeguarding Children Board Social Networking Procedure.

### *Safer online behaviour*

Practitioners will:

- Review their social networking sites when they join the pre-school to ensure that information available publicly about them is accurate and appropriate.
- Ensure that there is no mention on their social networking site of the setting, names of practitioners, committee members or attending children or their families, ensuring confidentiality at all times.
- Not encourage parents as friends on social networking sites.
- Not put online any text, image, sound or video that could upset or offend anyone connected to the setting, member of the community or be incompatible with their professional role.
- Not upload any photos of other practitioners or children and their families on any site (except for nominated individuals who may upload such photos onto the pre-school website after gaining written permission from the staff or parent/carer).
- Make sure that all photos placed on the pre-school website portray those shown in a positive context and respect the privacy and the feelings of others.

### *Protection of personal information*

Practitioners will:

- Ensure that they only use pre-school ICT equipment for their intended purpose and in line with their role as an employee of Ladybirds Preschool.
- Not use pre-school ICT equipment for personal use or allow family members to use preschool ICT equipment. Not share information stored on pre-school ICT

equipment with anyone other than the Pre-school Manager and pre-school practitioners.

- Ensure that log in details remain confidential to themselves and the Pre-school Manager only and ensure that they are logged out of any pre-school ICT device when not in use.
- Ensure that pre-school ICT equipment is only used to access the internet via a secure network.
- Understand that other practitioners have a duty to report anything that they see on preschool ICT equipment that raises concerns.
- Immediately report the loss or damage of any pre-school ICT equipment.
- Not give their personal email addresses or mobile number to parents. Where there is a need for correspondence or written information to be sent electronically, a Ladybirds preschool email address should be used.
- Only take images of children and/or staff for professional purposes, in accordance with the setting's policy. They should also ensure that the parent/carer of any child has given written consent and that any photos, once they have been used, are deleted from the gallery of any pre-school ICT device.

#### *Access to inappropriate images and internet usage*

Practitioners will:

- Ensure that children are not exposed to any inappropriate images or web links, including those that contain terrorist or extremist material. Preschool management will make sure that internet equipment has appropriate controls as regards to access.
- Not use equipment belonging to preschool to access any adult pornography; neither should personal equipment containing these images or links be brought into the preschool.
- Not engage in activities on the internet (whether in work or outside) that might bring the setting or its associated employees into disrepute, including browsing, downloading, uploading or distributing material that could be considered offensive, illegal or discriminatory.

#### *Communication with parents and outside agencies*

Practitioners will:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with their professional role and in line with the policies of the setting.

Practitioners are to be aware that they have a duty to report any e-safety incident which may impact on them, their professionalism or the organisation.

Any communications or content published that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.

### *Mobile phones*

To ensure the safety and welfare of children in our care, Ladybirds preschool operates a personal mobile phone usage policy, which stipulates that:

- Throughout any contact time with the children (including outings) all personal mobile phones will be kept in the kitchen. Mobile phone calls may only be taken at staff breaks or in staff members' own time either in the preschool kitchen or off the preschool grounds unless in an emergency.
- In the case of a personal emergency, personal calls may be made in the preschool kitchen. It is the responsibility of the individual practitioners to ensure that their families, etc. know the pre-school phone number in order to contact them in case of emergency.
- Where Mobile Phones are used as medical devices, staff may have their phones on their immediate person. Staff will still adhere to the mobile phone policy, safeguarding, health and safety, photograph and video policy. A disclaimer will also be required to be signed. Any breach of the terms and conditions as set out in our policies will be liable to misconduct and gross misconduct procedures.
- During group outings nominated practitioners will access the preschool's mobile phone, which is to be used for emergency purposes only.
- Visitors to the pre-school will be asked to leave any mobile device in the pre-school kitchen or their car. Their phone will be returned to them on leaving the premises.

### *Other Related Policies & Procedures*

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Acceptable Use Policy*
- *Anti-bullying Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Confidentiality & Client Access Policy*
- *Employment & Staffing Policy*
- *GDPR Policy*
- *Grievance Policy*

- *Information Sharing Policy*
- *Key Person & Settling In Policy*
- *Mobile, Camera & Social Media Policy*
- *Parent Involvement Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Suitable Persons Protection*
- *Transfer of Records Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**January 2025**

**Review Date: January 2026**

**\*This Notice was adopted by the committee on 31/01/2025**

**Signed: Jean De Garis** \_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 30/01/2026**

**Signature: *N L Mann-Rae***

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

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