7.1 E-Safety policy

Policy statement

ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal and social development. They form part of an essential life skill. When using technology with young children and adults in our setting, staff need to ensure that the resource is used safely and responsibly.

Why is internet use important?

- The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self-esteem, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children.
- Internet access is an entitlement for children and young people who show a responsible and age appropriate approach to its use.
- The internet is an essential element for education, business and social interaction. We have a duty to provide children with quality Internet access as part of their experience.

How will internet use enhance learning and social development?

- Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age appropriate filtering.
- Guidance about appropriate Internet use will be part of the support for children and young people.
- All practitioners should guide children and young people in online activities that will support their developmental and learning outcomes.

How will internet access be authorised?

- All users of the internet will need to agree to responsible internet use
- For younger users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only. Older children and young people will be provided with wider access and greater autonomy in line with their age and maturity of use.

Ladybirds Pre-School
Safeguarding and Welfare Requirements: E-Safety

How will filtering be managed?

- A designated senior member of staff , Barbara Defeo, will manage the permitting and banning of additional web sites identified by the Pre-school.

- We will work in partnership directly with parents/carers, Wiltshire Council, indirectly with the Department for Education and, if appropriate, the South West Grid for Learning to ensure systems to protect children and young people are reviewed and improved.

- If practitioners or children and young people discover unsuitable sites, the URL (address) and content must be reported to their Internet Service Provider via the designated person.

- If we use South West Grid for Learning for the provision of the Internet then website logs will be regularly sampled and monitored through the South West Grid for Learning monitoring service: (http://monitoring.swgfl.ork.uk). If we do not have access to this, then we can download and install free web filtering systems.

- Senior practitioners will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

- Any material we believe is illegal must be referred to the Internet Watch Foundation (http://www.iwf.org.uk) and/or SWGfL (http://monitoring.swgfl.ork.uk) if appropriate.

How will the risks be assessed?

- In common with other media such as magazines, books and DVDs, some material available via the Internet is unsuitable for children and young people. We will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. We cannot accept liability for the material accessed, or any consequences of internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offense under the Computer Misuse Act 1990.

- The e-safety leader will have an awareness of current e-safety advice and will embed this within the work with children and young people.

- The senior practitioner will ensure that the Internet policy is implemented and compliance with the policy monitored.

Managing content

- If an unsuitable site is discovered, the URL (address) and content must be reported to the South West Grid for Learning: 0845 307 7870 or email: filtering@swgfl.org.uk or the appropriate Internet Service Provider.

- If appropriate, specific activities will be included within the work that we undertake, to allow all children and young people to develop their media literacy skills.

How should website content be managed?

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 16 are published on the setting's website.

- Website photographs that include children and young people will be selected carefully and will not enable individuals to be clearly identified.

- The chairperson will take overall editorial responsibility and make sure that content is accurate and appropriate.

Communication

- We will promote safe use of e-communications to other practitioners, professionals, parents/carers, children and young people.

- In general, the use of online chat will not be permitted other than as part of an online learning environment.

- Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12 but we will need to check the terms and conditions of use for the individual site.

- Social networking sites may be allowed for specific purposes, e.g. teaching e-safety.

- Mobile phones are used for business purposes by the setting on a daily basis. A setting mobile phone may be allowed if it supports working with children and young people. Parents, other staff members and older children will be asked not to use personal mobiles for calls or photographs whilst in the setting and provision will be made to safely store personal phones.

Introducing the policy to children and young people

- Rules and rights for Internet access will be posted in all areas where computers are used.

- Support for responsible and safe use should precede Internet access.

- Children and young people must be informed that Internet use is monitored.

- The teaching of e-safety will be part of the provision for all children and young people. It will include key messages that are age and maturity appropriate, such as keeping personal information safe, dealing with cyberbullying, knowing who to tell if there is inappropriate content/ contact on-line.

Families, carers, setting manager and e-safety

- Adults' attention should be drawn to the e-safety policy in newsletters, the prospectus and /or the website.

- Regular information should be provided to parents and carers about how to ensure they can work with Ladybirds Pre-school to ensure resources are used appropriately.

- A partnership approach with parents and carers should be encouraged. This could include awareness-raising meetings, newsletters and hands-on sessions and suggestions for safe internet use at home.

- Advice on filtering systems, educational and leisure activities that include responsible use of the internet should be made available to parents.

- Interested parents should be referred to organisations such as Child Exploitation Online Protection Service, Childnet International, Parents Information Network and NCH Action for Children.

Consulting with practitioners and their inclusion in the e-safety policy

- All practitioners should be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment.

- All practitioners should be required to see and sign the policy for responsible e-mail, network and internet use as part of their induction.

- The consequences for internet and mobile phone/PDA/technology misuse should be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access).

- Practitioners should be aware that internet traffic is monitored and reported by the South West Grid for Learning or other internet service providers and can be traced to the individual user. Discretion and professional conduct is essential.

- The monitoring of internet use is a sensitive matter. Practitioners who operate monitoring procedures should be supervised by senior practitioners and/or committee members.

Ladybirds Pre-School
Safeguarding and Welfare Requirements: E-Safety

- Community and any other non setting users of Ladybirds Pre-school ICT facilities must sign the acceptable user policy before being granted access.

- Practitioner development in safe and responsible internet use will be provided as required by the setting.

How will complaints be handled?

- Responsibility for handling incidents will be delegated to a senior practitioner – Barbara Defeo.

- Any complaint about practitioner misuse must be referred to the manager or chairperson.

- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise.

- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

- Sanctions available include:
  - Interview/counselling by a designated senior practitioner.
  - Informing parents or carers.
  - Removal of internet or computer access for an identified proportional amount of time.
  - Supervised access.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____