



St. Helens Council

# RAINHILL COMMUNITY NURSERY SCHOOL



Rainhill Community Nursery School

## E-safety policy

### What is E-Safety?

**We use E-Safety, and related terms such as 'online', 'communication technologies', and 'digital technologies' to refer to all fixed and mobile technologies that children may encounter, now and in the future, which might pose risks to their safety and welfare.**

E-Safety is one aspect of an ever widening safeguarding agenda. The development of effective policies and practices in this area should be embedded within the safeguarding agenda with the purpose of helping to protect children and staff from E-Safety risks, and promoting safe and responsible use of technology wherever it occurs.

In order fully to meet the requirements of EYFS, schools and regulated childcare settings use a variety of technologies to support children's learning and development as they negotiate the vast array of electronic and digital equipment that shape their environment. However, beyond their immediate learning, their environment is also shaped by use of controlled security systems - fob, finger pad, electronic or video camera security, computers - for use by both staff and children, laptops - used for storing images and details of observations used in planning and assessments, pen drives, digital cameras and mobile phones. Staff also manage a range of sensitive data including child and family information, names, addresses and other personal information related to health and welfare.

Given the wide range of benefits technologies can offer, there is a need to ensure that any potential risks related to new technologies have been identified and that steps have been taken to minimise such risks by ensuring that relevant safeguards are in place. Trying to keep up with the pace and development of 'emerging' devices - and the resulting influence these devices have within our social and professional communities - will be a constant challenge.

The internet, whether accessed from a computer, mobile phone or other device, has become embedded within modern family life. The internet is used to buy and sell goods, for online banking, for finding information and for socialising. Unfortunately, the internet is also used for more malevolent purposes with cybercrime, inappropriate material and illegal activity taking place online affecting both adults and children. E-safety is concerned with the safeguarding of

children and young people in the "digital" world and ensuring that they feel safe when accessing new technology. E-safety is also concerned with ensuring that the adults working to support and care for our children and young people are themselves supported and able to follow established codes of conduct outlining clear professional boundaries.

In light of this, Rainhill Community Nursery School has compiled a set of documents which focus on different areas of work, and which will help the Nursery, parents and carers to keep children 'e-safe':

- **Acceptable Usage Policy and Agreement - Children, their Parents and Carers**

An overview of the nursery's approach to E-safety, together with a pro-forma to be signed by parents/carers and Key Workers, this is provided when children start at Rainhill Community Nursery School.

- **Acceptable Use Policy and Agreement for staff and Governors**

Created so that staff are fully aware of both their own safety and of their professional conduct.

This consists of:-

- Guidance for Safer Working Practice for Adults working with Children and Young People (DfE)
- Disciplinary rules and procedures for schools (St Helens Council)
- Policy for the use of Mobile Phones, Cameras and Technology
- Digital images
- Social Networking

## ACCEPTABLE USE POLICY AND AGREEMENT - CHILDREN, THEIR PARENTS AND CARERS

**This links to the school's other policies, particularly the Policy for Behaviour and Discipline, the Curriculum Policy, the Policy for Mobile Phones and Technology, and the Child Protection Policy.**

In accordance with the Early Years Foundation Stage and with the Nursery's commitment to promoting children's confidence, independence and enthusiasm for learning, children will be provided with a range of ICT equipment as part of their learning environment. This will include desktop computers, iPads, cameras, programmable toys, and other technological devices designed to enhance their learning. At the same time, the Nursery develops children's awareness of how to keep themselves safe in relation to their bodies, their own behaviour and that of others. The Nursery is committed to enabling children to recognise and assess risk as a key way of learning how to stay safe. This approach is adopted in all sorts of activities and practices from using scissors to playing outside on the climbing frame. Removal of these activities would prevent children from assessing that risk, and it is the same with technology and the internet. Therefore the focus is upon educating children to know what is right, what is safe, and what is not.

In order that children understand what constitutes 'Acceptable Use', activities will be planned and an environment provided which will enable practitioners to engage with children in both planned and spontaneous discussion about how to use technology safely and how to keep themselves and each other safe. This might include:-

- Learning how to use the computers in Nursery to search the internet safely for information, and how to decide if the results of their search meet their needs;
- Taking photographs of their friends and adults in the nursery only if they have asked their permission first, and if the subject of the photograph agrees;
- Respecting the wishes of their friends or teachers if they do not want a photograph taken, or if they do not want a photograph to be taken in a particular way;
- Telling adults straight away if someone takes a photograph of them and they are unhappy about it;
- Using iPads in the way only that adults have said they may, and in most circumstances, supported by adults;
- Never bringing mobile phones to Nursery;
- Using only the apps that are provided on the iPad by the Nursery, and not accessing any others, even if they know how to do this.

In relation to the development of Acceptable Use, children will be encouraged to:-

- Be active, independent and responsible learners who will contribute as appropriate to policy and review through, for example, discussion at Key Worker time;
- Abide by the agreed acceptable use as explained to them in an appropriate way by practitioners and by their parents and carers;
- Tell a familiar adult about any access of inappropriate content, activities or material that makes them feel uncomfortable or contact made with someone they do not know, straight away, without fear of reprimand.
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### **The role of parents and carers**

We ask that parents and carers support the work of the Nursery in this area by working with us in partnership to promote the behaviours and guidelines set out above. In particular, we ask that parents and carers never send mobile phones to Nursery with children, and never have their own mobile phones switched on or be using them when they drop off and pick up their children (see Policy for Mobile Phones and Technology). We also ask that they teach their children how to access computers, mobile devices, programs, apps and the internet safely and responsibly. Acceptable Use Agreement forms are not appropriate for the children at the Nursery, in view of their age and stage of development.

The Nursery wishes to develop its IT provision for children continuously, exploring new and appropriate software and activities that will support children's learning. We encourage parents and carers to share with us details of any 'apps', for example, that they think are particularly useful and relevant in this respect, and we will do the same in return. Equally, should the Nursery identify any training or information which we think will be useful to parents and carers in safeguarding their children in terms of technology, we will pass it on.

Schools adopt Acceptable Use Agreements to use with children, and which the children sign to show their commitment to the stipulated policies. The Governing Body of Rainhill Community Nursery believes that in view of the age and stage of development of the children, the most appropriate course of action is to ask the staff, parents and carers to commit to the Agreement on behalf of the children, and to support them jointly to become 'e-safe'.

The Agreement will therefore be explained to parents and carers at the home visit, and they will be asked to sign it there and then with their Key Worker.

## ACCEPTABLE USE POLICY AND AGREEMENT - STAFF AND GOVERNORS

### POLICY FOR THE USE OF DIGITAL IMAGES AND THEIR STORAGE

This policy is for the purpose of supporting staff and Governors (including volunteers, students on placement) to understand fully their responsibilities with respect to the use of digital images.

The term 'digital images' refers to both still and moving digital photographs.

All photographs taken of children and their families associated with Rainhill Community Nursery School, both in the building and outside on visits, are the property of Rainhill Community Nursery School.

All digital images will be taken only with cameras owned by Rainhill Community Nursery School. The use of personally-owned equipment including mobile phones and other hand held devices to take digital images is forbidden (see the Policy for the Use of Mobile Phones, Cameras and Technology).

Photographs will be stored safely on the server school server, not on the computers' hard drives. They will be stored only for the year that the child attends the Nursery, and then deleted, unless they are being used as part of the Nursery's publicity and marketing materials in which case they will be retained whilst still being used in this way. Images must be taken responsibly, for example, showing only children dressed appropriately. Where possible images should focus on group activities, or on the Nursery environment, omitting children altogether.

Digital images used for professional development purposes, for example, as part of a Power Point presentation, must not contain any personal information that could identify the child or children, and must be used with the permission of the child's parent/carer. They must not be removed from the Nursery premises without the permission of the Headteacher.

Practitioners from other settings, students and other professional visitors should not bring cameras into the Nursery. The Nursery can provide appropriate images of the learning environment if asked, but this must be with the permission of the Headteacher.

Rainhill Community Nursery School may monitor use of technology by individuals to ensure the safe use of digital images of children and their families associated with Rainhill Community Nursery School.

## POLICY FOR THE USE OF SOCIAL NETWORKING

The aim of this policy is to establish clear staff guidelines and define professional boundaries in relation to appropriate use of social networking sites. This policy applies to all staff working within Rainhill Community Nursery School including those not employed to work directly with the children. This is to protect individual privacy and to act as a safeguarding measure for staff, volunteers, parents and children.

- Staff should be aware that comments and photographs placed on social networking sites are in the public domain and as such may affect the reputation both of the individual and also the reputation of their employer.
- Staff should not engage in any postings which may be viewed as offensive, racist, of a sexual nature or involve any illegal activity. Any such behaviour will be subject to investigation and may be viewed as misconduct and result in disciplinary action being taken.
- Staff choosing to engage in social networking communication with colleagues from the workplace should not discuss workplace related issues or engage in postings which could be viewed as bullying, persuasive or construed as harassment.
- Staff are not permitted to become 'friends' with, or to add, accept or otherwise encourage or engage comments from parents and carers of children attending the Nursery.
- Staff engaging in social networking should ensure that they understand privacy settings and ensure that settings designed to maintain and protect confidentiality are set as appropriate in order to ensure information on personal accounts is not viewed without consent.
- Any electronic communication between employees at Rainhill Community Nursery School and parents must be compatible with professional roles and not be open to misinterpretation.
- Staff who have close friendships or family relationships with families using Rainhill Community Nursery School must be absolutely clear of their professional duties and responsibilities and ensure that boundaries between professional and personal practice are not compromised in any way.
- Staff must maintain confidentiality at all times and must not disclose any personal information or engage in any external communication about families, children and other services users.

- Staff using social networking sites for the purpose of professional development or in relation to their professional role should be clear about professional responsibility and must not engage in any communication which be may be construed as unprofessional, or which is likely to cause offence or embarrassment.
- Staff must not under any circumstances post or download any materials, images or information in relation to children and families using Rainhill Community Nursery School.

E-Safety Policy will be reviewed September 2016