



## **Safeguarding Policy**

### **E–Safety Policy**

#### **Policy Statement**

Cricklade Pre-School Playgroup has a commitment to keeping Children safe and the E-Safety Policy operates under the umbrella of the Safeguarding Policy.

We take steps to ensure that there are effective procedures in place to protect children from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

#### **Procedures**

- Our designated persons responsible for co-ordinating action taken to protect children are:

Ann Uzzell and Di Barton

Children at Cricklade Pre-School Playgroup do not have Internet access on their computers.

However, staff do discuss with Children the need to be safe when using computers and tablets at home and only accessing games which their parents have agreed.

- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
  - only go on line with a grown up
  - be kind on line
  - keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet

Staff also discuss with parents the need to ensure their Child's safety on-line by using appropriate parental locks.

#### **Website/E-mail**

The point of contact on our website will be the Pre-School address, Pre-School e-mail and telephone number.

Staff or Children's home information will not be published. Website photographs that include children will be selected carefully and only used with parents specific permission. Pupil's names will not be used anywhere on the website.

Staff using e-mail will use a Pre-School e-mail address. This address must not be used for personal e-mail.

On line chat rooms will not be used at the Pre-School.

#### *Information Communication Technology (ICT) equipment*

- Only ICT equipment belonging to the setting is used by staff and children.

- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys. Tablets remain on the premises and are stored securely at all times when not in use. Staff follow the additional guidance provided with the system.
- The designated persons are responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.
- If a second-hand computer is purchased or donated to the setting, this will be checked to ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

#### *Use and/or distribution of inappropriate images*

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

#### **Further guidance**

- NSPCC and CEOP *Keeping Children Safe Online* training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)