**E-Safety Policy**

**Statement of intent**

At Maynard Montessori Pre-school we believe that children flourish best when they are offered opportunity to experience using different forms of media and technology which is aimed at their own personal developmental ability. We ensure that access to this technology is safe and protected.

**Aim**

We aim to teach children to use technology in a safe manner. We ensure the programmes that the children have access to are suitable for their development level and that we support their learning in this area.

**Writing and Guidance**

We will appoint an e-Safety coordinator. This is the designated Safeguarding Coordinator as it is considered that the roles overlap. This is not a technical role.

The e-Safety coordinator is Michelle Wisbey

This e-Safety policy has been written by the pre-school, building on guidance from the government and Becta. It has been agreed by the senior management team and the trustees. It will be reviewed regularly.

This policy is drawn up to protect all parties – the children, the staff and the pre-school and aims to provide clear advice and guidance on how to minimise risks and how to deal with infringements.

**Context**

The internet, digital communication and digital technology are an essential element in 21st century life for education, business and social interaction. As a pre-school we have a duty to provide developmentally appropriate experience ICT in its various forms to build a foundation on which children can develop their knowledge with internet, e-mail and computer use when they move into primary school.

The Green Paper Every Child Matter and the provisions of the Children Act 2004, Working together to Safeguard Children sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The ‘staying safe’ outcomes include aims that children and young people are:

* Safe from maltreatment, neglect, violence and sexual exploitation
* Safe from accidental injury and death
* Safe from bullying and discrimination
* Safe from crime and anti-social behaviour in and out of school
* Secure, stable and cared for.

Much of these aims apply equally to the virtual world that children and young people encounter whenever they use ICT in its various forms.

It is the duty of the pre-school to ensure that every child in their care is safe, and the same principles should apply to the virtual or digital world.

*To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate an effective use both in and outside of the classroom. DfES, eStrategy 2005*

**Children, the internet and enhancing learning**

If the children have access to the internet it will be designed expressly for their use and will include filtering appropriate for their age.

The children will be given clear objectives for internet use set as age appropriate.

Children will be closely monitored when using the computer and the internet at all times.

The children will be limited on the amount of time they spend on the computer accessing the computer.

**Evaluating internet content**

The pre-school will ensure that the use of internet derived tools and programmes by staff and the child complies with copyright law.

**Publishing pupil’s images and work**

Photographs that include pupils will be selected carefully so that individual children cannot be identified or their image mis-used. Where possible we will use group photos rather than full face photos of individual children.

Pupils full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.

Written permission from parents or carers’ will be obtained via a data protection form, before photographs of children are published on school Web site or used in school promotional material.

Work produced by the children will only be published with permission of the child and parent/carers’.

**Managing emerging technologies**

* The use of personal mobile phones in the classroom by staff, parents and carers’ is forbidden to ensure the safety of the children. This includes the new Apple watch with camera. ***Personal mobile phones can be used in the office in cases of emergency.***
* Staff are reminded that they can give out the setting telephone number if they need to receive and urgent personal phone call.
* The preschool currently uses **Ipads** for observational record keeping. All ipads contain cameras which can take both still and video images. The cameras are for the sole purpose of providing photographic evidence for each child’s developmental records.
* Preschool **I pad** camera(s): this is used by individual staff to evidence children’s learning. It is the responsibility of the preschool manager to ensure its safe use. Photographs from this camera are used on our record keeping system and occasionally on the website. The memory storage on the camera roll will be cleared on a regular basis.
* Staff personal ipad’s should be solely used for the purpose of recording children’s development for our online record keeping system, My Montessori Child. Any pictures that are taken during the working day should be cleared before leaving the setting. The Preschool Manager or Director reserves the right to check the content of the camera roll.
* Children’s camera: this is for use by the children to record their favourite work, their friends and their learning journey. These photographs are used to evidence children’s achievements and ability in the use of ICT.
* Video camera: footage the children take is shared with the children to increase their confidence with the use of ICT.
* Hand held games technology is forbidden to be brought into the pre-school by the children.

**Use of digital and video images**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and children instant use of images that they have recorded themselves or downloaded from the internet.

However, staff and children need to be aware of the risks associated with sharing images and with posting digital images on the internet.  Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

* When using digital images, staff will ensure that the help the children to understand about the risks associated with the taking, use, sharing, publication and distribution of images.
* Staff and children are allowed to take digital/video images to support educational aims, but must follow school regulations concerning the sharing, distribution and publication of those images.  Those images should only be taken on school equipment. If in special situations staff cameras are used, please ensure that a school memory card is used.
* Care should be taken when taking digital/video images that children are appropriately dressed.
* Videos published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images
* Children’s full names will not be used anywhere on a website or blog, particularly in association with photographs and videos.

**Protecting personal data**

Personal data will be recorded, processed and made available in accordance to the Data Protection Act 1998

Children’s academic records are kept on a registered laptop, as required by the Data Protection Act 1998. The lap top is protected by encryption when possible. Academic records are kept using a registered programme ‘Keep Track’. Only authorised staff has access to this laptop.

**Authorisation**

All staff will be required to read and sign the ‘Staff Code of Conduct for ICT’ before using any school ICT resource

**Assessing Risk**

The pre-school will take reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The pre-school cannot accept liability for material accessed, or any consequences of Internet access.

The pre-school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate and effective.

**Handling e-Safety complaints**

* Complaints of ICT misuse will be dealt with by the e-Safety Co-ordinator.
* Any complaint about staff mis-use will be referred to the principal.
* Staff are given information about infringements in use and possible sanctions.

**Staff and the e-Safety policy**

All staff will be given the School e-Safety Policy and its importance explained.

Staff will always use a child friendly safe search engine when accessing the web with the children.

Staff use of the record keeping lap top will be monitored on a daily basis by the pre-school manager and regularly reviewed by the e-Safety coordinator

**Parents’ and carers’’ support**

Parents’ and carers’’ attention will be drawn to the pre-school e-Safety Policy in newsletters, the pre-school information pack and the pre-school web site.

**The following procedures and documentation in relation to this policy are:**

*Preschool Policies*

* Safeguarding children
* Data Protection
* Staff Code of Conduct

**The legal framework for this work is:**

*Primary legislation*

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004, 2006 (Every Child Matters)

Safeguarding Vulnerable Groups Act 2006

The Children (NI) Order

The Children (Scotland) Order

*Secondary Legislation*

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Protection of Freedoms Act 2012

***Guidance***

Working Together to Safeguard Children 2006, 2015

The Framework for the Assessment of children in Need and Their Families (2000)

Statutory Framework for the Early Years Foundation Stage 2012

SET Child Protection procedures 2011, 2015

Signed at a trustee meeting...........................................................................................

Date...........................................................................

Adopted at staff meeting..............................................................................................

Date............................................................................

Review Date.........................................................