



## Colyton Caterpillars Early Education

### Early Years E-Safety Policy

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

This policy has been written to safeguard children in relation to electronic communications of all types.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and Colyton Caterpillars can play a vital part in starting this process.

In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of, and respond responsibly to, possible risks. Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

#### **Procedures**

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

- Internet access for the children will be tailored for educational use and will include appropriate filtering.
- Staff will guide children in online activities that will support their learning.
- The Manager will ensure that the appropriate filters are applied to the PC, laptop and tablets within the setting.
- The Manager will check search histories at least weekly on all nursery computers and laptops.

#### **The Nursery Staff are responsible for:**

- Monitoring the websites being used by the children during Nursery sessions
- Ensuring that material accessed by children is appropriate
- Ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- Ensuring that the Nursery Manager is informed immediately if staff or children discover unsuitable sites have been accessed on the Nursery PC or Laptop, so that the filters can be reviewed

The Internet is also used in the Nursery to support the professional work of staff, to allow effective planning and source resources. Staff may use the staff logon after their nursery

sessions for this purpose and must ensure they logout immediately after they have finished. Unsuitable sites must NOT be accessed by staff. A breach of this policy will be considered to be gross misconduct by staff and will be dealt with accordingly.

### **Nursery Website**

The point of contact on the Nursery website ([www.colytoncaterpillars.co.uk](http://www.colytoncaterpillars.co.uk)) will be the management. Staff or children's home information will not be published. Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website. Written permission from parents or carers for featuring their child on the website is requested before a photo is put on the website.

### **Managing email**

- Children will not have access to e-mail.
- The Manager and deputy manager will have a nursery email address

### **On-line communications and social networking**

- Our nursery has a Facebook page which is updated with information for parents or information for parents only.
- On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the settings.
- Staff will not discuss individual children or the setting on their personal Facebook, Twitter or any other social networking site.

### **Mobile technologies**

Mobile phones owned by staff members are stored in their lockers or office as designated by the manager. The works mobile phone is used for walking bus ,messages ,videos and photos for educational purposes and is restricted and checked daily for inappropriate use and storage.

### **Cameras and Tablets**

- Photographs or videos of children must only be taken on nursery cameras or tablets.
- Nursery cameras including those on tablets are to be used for nursery purposes only and not to taken home for any reason.
- The cameras and tablets will be used inside the nursery rooms, in the outside area or on nursery outings only.
- Photographs will be used for displays and observations and will remain within nursery premises.
- Photographs taken by parents at nursery events such as sports day & the Christmas concerts, should be for personal use only and MUST NOT be uploaded to social networking sites if the image contains children other than their own.

### **Handling of E-Safety Complaints**

The nursery's complaint procedure will be followed in the event of any cases of e-safety misuse that arise. Any complaint about staff misuse of the internet must be reported to a member of senior management.