

## E-Safety Policy

### Introduction

We recognise the exciting opportunities technology offers to staff and children within the Cambridge Nursery Federation (CNF) and have invested in age appropriate resources to support this belief. While recognising the benefits, we are also mindful that practitioners have a duty of care to ensure that children are protected from potential harm, both within and beyond the physical and virtual boundaries of our setting.

To reflect our belief that when used appropriately and safely, technology can support learning, we encourage adults and children to use a range of technological resources for a wide range of purposes. At the same time, we do all we can to ensure that technology is used appropriately and that children are safeguarded against all risks. While it is not possible to completely eliminate risk, any e-safety concerns that do arise will be dealt with quickly and in line with Cambridgeshire Safeguarding Directives to ensure that children and staff adhere to safe practices and continue to be protected. We will communicate our Safe Practice in the use of technologies with families, and manage any concerns.

### Scope of the Policy

This policy applies to everyone; staff, children, parents, carers, visitors, governors, community group users and contractors accessing the internet or using technological devices on the premises. This includes the use of personal devices such as mobile phones or iPads/tablets which are brought into the CNF.. The policy is also applicable where staff or individuals have been provided with setting issued devices for use off-site.

We aim to:

- Raise awareness amongst staff and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many educational and social benefits and therefore the need to safeguard against misuse.
- Maintain a safe and secure online environment for all children in our care.
- Provide safeguarding protocols and rules for acceptable use to guide all users in their use of technology and online experiences.
- Ensure all adults are clear about sanctions for misuse of any technologies both within and beyond the early years settings.

### A secure Infrastructure & Internet Use

A safe and secure internet access provision through the Local Authority ensures internet enabled devices minimise the risk of exposure to inappropriate material.

The ICT infrastructure within the CNF is designed to minimise the risks associated with adult and pupil use of technology. This is provided and maintained by both the East of England Broadband Network (E2BN), CPSN, and the Local Authority's Education ICT Service. E2BN's Protex web filtering system received full BECTA (British Educational Communications and Technology Agency) accreditation in 2007 by blocking over 90% of inappropriate material. Age appropriate content filtering is in place across the setting, ensuring that staff and children receive different levels of filtered internet access in line with user requirements.

Adults need to be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

- Children will always be supervised when they are accessing the Internet.
- Children will only search the Internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material. Staff will check the content of any internet access before sharing with children in our care.
- In the case of accidental accessing of inappropriate materials adults will pull out the power cable from the back of the computer and will report the inappropriate accessing of material immediately

to the Senior Leadership Team. Mobile devices will be shut down and immediately reported to the Senior Leadership Team.

- Wireless access will be switched off on mobile devices in learning spaces for the majority of the time.
- Staff will promote e-safety with children e.g. in the use of passwords, to start the development of a responsible attitude towards using technology.
- Staff will help parents and visitors understand the reasons for limiting their uses of technology within the settings.

The Cambridge Nursery Federation employs a number of strategies in order to maximise the opportunities offered by technology and to reduce the risks associated with the use of the internet and all fixed and mobile technologies. These are:

### **Hardware provision & Use**

Where staff have been issued with a device, e.g. CNF laptop for work purposes, personal use whilst on or off site is not permitted unless authorised by the Headteacher. The laptops or devices should be used by the authorised person only.

All staff have a shared responsibility to ensure that children are supervised when using the internet and related technologies to ensure appropriate and safe use as part of the wider duty of care and responding or reporting promptly issues of concern.

Software or apps used must be from a pre-approved selection checked and agreed by the ICT coordinator or Headteacher.

Cambridge Nursery Federation issued devices (e.g. cameras), may be used for work purposes and if containing sensitive information or photographs of children, should not leave the premises unless encrypted.

Cambridge Nursery Federation cameras and iPads or any device that can take photographs may be used for school visits e.g. to the allotment or park and it is recognised these will hold previously taken photographs of children. As long as the photographs are not linked with children's names, these tools may be used on visits provided they are brought back to the setting at the end of the visit. Staff may not use personal devices (cameras, iPads, iPods, phones), unless agreed with the Headteacher.

Online searching and installing/downloading of new programs and applications is restricted to authorised staff members only.

### **Photographs & Video**

Digital photographs and videos are an important part of the learning experience in early years settings and, as such, staff have a responsibility to ensure that they not only educate children about the safe and appropriate use of digital imagery, but also model good practice themselves. To this end, there are strict policies and procedures for staff and children about the use of digital imagery and videos.

The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent must be obtained from parents or carers before photographs or videos of young people will be taken or used within the setting, including displays, learning journeys, setting website and other marketing materials. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

Staff will not use children's first and last name nor use children's names in image files if published on the web.

## **Email**

In line with Local Authority practice and guidance, the Cambridge Nursery Federation provides all staff with access to a professional email account to use for all work related business, including communication with parents or carers. This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families.

Staff should not participate in any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person or persons.

All emails should stay professional in tone and checked carefully before sending, just as an official letter would be. Care should be taken when forwarding emails from others.

## **Mobile Technology - Staff**

The use of personal mobile phones by staff in any of the learning spaces indoors or out, is strictly prohibited unless permission is given from a member of the Senior Leadership Team. Personal mobile phones should only be used outside of working hours and never whilst children are present. They may only be used in the staff room or offices even after working hours. If a member of staff needs to have access to their personal mobile for emergency reasons they may seek permission from a member of the Senior Leadership Team. Personal mobile phones must be stored in staff lockers or in their bags in lockable cupboards within classrooms.

Personal mobile phones must never be used to contact children or their families, nor should they be used to take videos or photographs of children. In circumstances such as outings and off site visits, staff will agree with a member of the Senior Leadership Team the appropriate use of personal mobile phones in the event of an emergency.

Personal mobile phones or devices (e.g. iPad, iPod or iPhone), should not be used for any apps which record and store children's personal details, attainment or photographs. Only Cambridge Nursery Federation issued devices may be used for such activities, ensuring that any devices used are appropriately encrypted if taken off site.

## **Mobile Technology - Parents**

Parents or carers may not use mobile phones whilst they are in the Cambridge Nursery Federation buildings.

## **Social Networking - Staff**

Due to the public nature of social networking and the inability to keep content truly private, we take great care in the management and use of such sites. Best practice guidance states that staff must not:

- Disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act.
- Disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of children and young people, the premises or events with work colleagues.
- Social networking sites may not be accessed in work hours or from any technology owned by the CNF.
- Link their own blogs/personal web pages to the Cambridge Nursery Federation websites.
- Make defamatory remarks about the setting, colleagues or service users.
- Misrepresent the setting by posting false or inaccurate statements.
- 'Friend' parents without the explicit permission of those parents and they should ensure all privacy settings are set to maximum and checked regularly.
- Staff must not engage in any personal communications (i.e. via Facebook, Messenger, hotmail, gmail or yahoo accounts etc.), with parents or carers or their children who attend or have previously attended Cambridge Nursery Federation.

## **Data Storage & Management**

Central Hosting can be used by authorised staff that need to access electronic work from home.

Only the Integrated Care Manager, the Administrative Officer or ICT service technician can manage the user accounts on Centrally Hosted emails and MIS systems. All activity in this user tool will be logged and kept for a minimum of one month in case of any incident.

### **Sanctions**

Misuse of technology or the internet may result in

- the logging of an incident
- disciplinary action at the discretion of the Headteacher
- reporting of any illegal or incongruous activities to the appropriate authorities

All staff will sign to say they have read and understood our Acceptable use Agreement.

The Cambridge Nursery Federation Governing Body is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.

The Governing Body is committed to safeguarding and promoting the welfare of children. We expect and require all members of the school community to share this commitment.

Date: June 2019

Review: as required

## **Appendix**

### **Associated Policies & Guidance**

Acceptable Use agreement

Safeguarding and Child Protection policy

## References & Links

Cambridgeshire Local Safeguarding Children's Board  
<http://www.cambslscb.org.uk/>

Cambridgeshire County Council Safeguarding in Early Years  
[http://www.cambridgeshire.gov.uk/downloads/download/99/early\\_years\\_and\\_childcare\\_safeguarding\\_policy\\_and\\_support\\_pack](http://www.cambridgeshire.gov.uk/downloads/download/99/early_years_and_childcare_safeguarding_policy_and_support_pack)

Safer Children in a Digital World  
<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/DCSF-00334-2008.pdf>

Zero to Eight Report  
[http://eprints.lse.ac.uk/52630/1/Zero\\_to\\_eight.pdf](http://eprints.lse.ac.uk/52630/1/Zero_to_eight.pdf)

Plymouth Early Years Toolkit  
<http://www.plymouth.gov.uk/homepage/education/earlyyearsandchildcare/onlinesafetytoolkit.htm>