

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

1.6a E-Safety

ICT, digital and mobile technology resources are now regarded as an essential resource to support learning, teaching and personal and social development. When using technology with young children, professionals need to ensure that the resource is used safely and responsibly. Computer and web-based skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

Procedures

How will the risks be assessed?

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- The e-safety lead for Downton Community Pre-school (Rebecca Lanham) will ensure that they are aware of current e-safety advice and able to embed this within their work with children and young people.
- The senior practitioners for Downton Community Pre-school will ensure that the Internet policy is implemented and compliance with the policy monitored.
- Mobile phones/devices should not be used in the setting and should remain in the office. This is outlined in the Use of mobile phones and cameras policy too.
- We ask that you do not put anything on your own social media that may be detrimental to the preschool and any potential parents who may in future sign their children up. Failing to do this means that your actions will be dealt with by the manager and chairs, and all information recorded.

How should website/Facebook content be managed?

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 16 are published on the setting's web site or facebook.
- Facebook posts are to promote pre-school events or let people know what activities the children have been doing. Pictures of children are only used with written parental consent.
- Full names of children and young people should not be used anywhere on the website or on Facebook posts.
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the children and young people, under the age of 16 to be identified.
- The manager, administrator or nominated committee member will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the Downton Community Pre-school guidelines for publications.

Communication

Managing e-mail

- The Downton Community Pre-school will promote safe use of email communications to the practitioners, and children and young people, for instance.

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- Parents email addresses are blind copied on pre-school email communications so they cannot be viewed by others.

Families, Carers, Childminders, Setting Managers and E-Safety

- The e-Safety policy will be available on the Downton Community Pre-school website.
- Interested parents should be referred to organisations such as Child Exploitation Online Protection Service, Childnet International, Parents Information Network, Parents Online and NCH Action for Children.

Consulting with practitioners and their inclusion in the e-safety policy

- All practitioners should be consulted about the contents of this policy to ensure that the use of the Internet and mobile technologies supports their work with children and young people in a safe environment.
- All practitioners are required to see the e-safety and laptop policy as part of their induction.
- The consequences for Internet and mobile phone/PDA/technology misuse will be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access).
- Practitioner development in safe and responsible Internet use will be provided as required.

How will complaints be handled?

- Responsibility for handling incidents will be delegated to a senior practitioner and/or committee member and a conclusion will be decided.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

This policy should be understood and adhered to by all parties concerned without exception

This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider	<i>S.Nutbeam and L.Babb</i>	
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	

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Laptop policy for Practitioners at Downton Community Pre-school 2017

1. A laptop is allocated to the setting manager and administrator and is their responsibility. If another member of the team borrows it, the responsibility still stays with the individual allocated. Only pre-school staff within the setting should use the laptops.
2. The laptops remain the property of Downton Community Pre-school.
3. All set up laptops with sensitive information should have password protected screen savers that will appear after a set amount of time.
4. Any unnecessary data should be deleted from the setting laptops.
5. When in the setting and not being used, the laptop should be switched off and kept secure.
6. Whenever possible, the laptops should not be left in an unattended car. If there is a need to do so it should be locked in the boot.
7. The laptops should not be taken abroad, other than as part of an outing/trip and its use agreed by prior arrangement with the setting manager with evidence of adequate insurance.
8. Practitioners may load their own software onto the laptop but it must be fully licensed, age appropriate and with authorisation from the setting manager.
9. If any removable media is used then it should be checked to ensure it is free from any viruses and should be saved on an encrypted memory stick.
10. It will be the responsibility of the setting manager to ensure virus protection software that has been installed on the laptop is kept up to date.
11. Practitioner should not attempt to significantly alter the computer settings other than to personalise their desktop working area without express authorisation from the setting manager.
12. Children and young people must never use the laptops without adult supervision and knowledge.
13. When being transported, the carrying case supplied should be used at all times.
14. The laptops would be covered by normal household insurance. If not it should be kept in the setting and locked up overnight.

Name:

Signature:

Date: