

At Acorns we are committed to keeping children safe. The e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding Policy in relation to electronic communications of all types.

**Overview:**

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 safe online from an early age and the nursery plays a vital part in starting this process.

In line with other nursery policies that protect children from harm there is a requirement to provide children with as safe an internet environment as possible. This includes making children aware of the possible risks and teaching them to respond appropriately to them.

**Core Principles of Internet Safety:**

The internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and dangerous situations.

The e-safety policy is built upon the following care principles:

Guided educational use –

Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

Risk assessment –

We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We must also ensure that children know how and when to ask for help if they come across material which make them feel uncomfortable.

Responsibility –

Internet safety in the nursery depends upon staff, parents/carers and visitors taking responsibility for the use of the internet and any other form of communication technology such as mobile phones. It is the nursery's responsibility to use technological solutions to limit internet access and to monitor their effectiveness.

**Importance of preschool children accessing the internet:**

The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience. Internet access will be tailored for educational use and will include appropriate filtering. Pupils will learn appropriate internet use and staff will guide children in online activities that will support their learning and development.

The internet is also used in the nursery to support the professional work of staff, to allow effective planning, and to enhance the nursery's management information and business administration systems.

**How will filtering be managed?**

The nursery committee member responsible for systems support will ensure that the appropriate filters are applied to the computers in the nursery. The committee member will also review the sites accessed. Staff will monitor the websites being used by

children during the nursery sessions. If staff or children discover that unsuitable sites have been accessed on the nursery computers, they must immediately report it to the systems support committee member so that filters can be reviewed. The nursery committee will ensure there is sufficient funding and time made available for training should a new systems support officer be appointed.

### **Managing Content:**

Staff are responsible for ensuring that material accessed by children is appropriate, and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.

The point of contact on the website should be the nursery address, email, and telephone number. Staff or children's home information will not be published.

Website photographs that include children will be selected carefully and will not allow individual children to be clearly identified. Children's full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents/carers for featuring their child on the website is requested when each child starts at the nursery. The wishes of parents/carers are followed at all times.

### **Communication:**

Managing email –

Children will not have access to email. Staff using email will use a nursery email address. This address must not be used for personal emails.

Online communications and social networking –

Online chat rooms and social networking sites such as Facebook or Twitter will not be used in the nursery. Staff will not discuss individual children or the setting on Facebook, Twitter or any other social networking site.

Mobile Technologies –

Mobile phones are not permitted to be used in the nursery other than in circumstances where contact cannot be made using the nursery phone. If staff need to use their phone for personal reasons they must inform the manager and do so away from the children. The taking of photographs on mobile phones is strictly prohibited. Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the nursery.

It is recognised that in certain situations it may be necessary for staff to have use of their mobile phone, such as on a trip. In such circumstances, staff must only use their mobile phone in an emergency and it must not detract from the quality of supervision and care of children.

### **Parents and E-Safety:**

Parents attention will be drawn to the nursery e-safety policy.

### **Handling Complaints:**

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaint's procedure.