E-SAFETY POLICY

Sunny Day Nursery has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policies and Practices. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

Introduction

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 the nursery can play a vital part in starting this process.

In line with other nursery policies that protect our 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.

1. **Core Principles of Internet Safety**

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

2. **The E-Safety Policy is built on 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 must 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 also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

   • Responsibility

   Internet safety in the nursery depends on staff, parents, cares and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

3. **Why is it important for pre-school children to access the internet?**

The internet is an essential element in 21st 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.

Pre-school internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use. Staff will guide children in online activities that will support their learning journeys.

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.

4. **How will filtering be managed?**

The Nursery Director responsible for systems support will ensure that the appropriate filters are applied to the PCs/tablets in the nursery and to the PCs in the office. This Nursery Director will also review the sites accessed.

Staff will monitor the websites being used by the children during nursery sessions. If staff or children discover unsuitable sites have been accessed on the pre-school room PCs/tablets, they must be reported to the systems support committee member immediately so that filters can be reviewed.

The nursery directors will ensure there is sufficient funding and time made available for training should new systems be implemented.

5. **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, nursery e-mail 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 or carers for featuring their child on the website is requested when each child starts at the nursery and parents'/carers wishes are followed at all times.

6. Communication

• Managing e-mail

Children will not have access to e-mail. Staff using e-mail will use a nursery e-mail address. This address must not be used for personal e-mail.

• On-line communications and social networking

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

• Mobile technologies

Mobile phones are not permitted in the nursery rooms. Staff are permitted to use their mobile phones in the office and in the staffroom area, but the taking of photographs on personal mobile phones is strictly prohibited anywhere on the nursery site. Any member of staff using their own laptop/tablet must adhere to the e-safety policy in all matters relating to the nursery.

7. Parents and e-safety

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

8. Handling Complaints

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