



E-Safety Policy

STATEMENT OF INTENT.

At Totterdown Preschool we want staff and children to be protected when using any form of ICT, including the internet.

Aims

Our aims are to act responsibly and the following guidelines should be followed for your protection. At Totterdown Preschool we want to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting.
- Do not talk about your professional role in any capacity when using social media such as Facebook, YouTube, Instagram, Snapchat etc.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.
- Use your organisations' or setting's ICT systems and resources for all official business. This includes your work email address, work mobile phone or photography equipment.
- Only take images of children and/or staff for professional purposes, in accordance with setting policy, on the settings tablets. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute.
- You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation.

Keeping children safe online

- When using a search engine with a child present, an adult should use trusted sites.
- All online games used at preschool are, where possible, downloaded. They are pre-tested to ensure that a child playing them cannot access anything they shouldn't and to ensure suitability.
- No tablets are provided, however, if one is to be used it will be a preschool tablet and an adult would be present with the child.
- All tablets and computers are password protected.

Agreed by Claire Childs and Shamira Lumsden

Reviewed and revised on August 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: