

E-SAFETY POLICY

STATEMENT OF INTENT

At Eastwood Nursery we want all staff, students, children and volunteers to be protected when using any form of ICT (including the internet, mobile phones, games consoles)

AIMS

1. To protect children/young people who receive Eastwood Nursery's services.
 2. To ensure that as an organisation we operate in line with our values and within the law in terms of how we use information technology.
 3. To act responsibly and follow the guidelines below to for your protection.
- 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 and YouTube.
 - 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. Ensure that the parent/carers of any child; under has given written consent.
 - Ensure that any images are represented only in a positive context and are removed from your website 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.
 - Report any E-Safety incident which may impact on you, your professionalism or your organisation.
 - Inform parents/carers of incidents of concern as appropriate.
 - Review and update the security of our information systems regularly.
 - Provide adequate security for ICT equipment.
 - Ensure that user names, logins and passwords are used effectively.
 - Any social media tools used in the course of your work with children, young people and families are risk assessed in advance by a member of staff before using them.
 - Provide effective management for staff/volunteers on ICT issues, through supervision, support and training.



EASTWOOD NURSERY

These rules help to keep us safe on the INTERNET.

- ✚ We only use the internet when an adult is with us
- ✚ We can click on the buttons or links when we know what they do
 - ✚ We can search the internet with an adult
 - ✚ We will also ask before we go on the computer
- ✚ We will always ask for help if we can't work the internet properly
 - ✚ We will only go on games that staff set up for us.



CITY KIDS

BEFORE/AFTER SCHOOL CLUB

These rules help to keep us safe on the INTERNET

- ✚ We will ask permission before using the internet
 - ✚ We will only use agreed and safe websites
- ✚ We will tell an adult if we see anything we are uncomfortable with
- ✚ You will immediately close any web pages you are not sure about and inform staff
 - ✚ You will ask permission to email and detail who they are for
 - ✚ You will never give out personal information or passwords
 - ✚ You will never arrange to meet anyone you don't know
 - ✚ You will never open emails sent by anyone you don't know
 - ✚ You do not use Internet chat rooms

I understand that these rules are designed to keep me safe and if I do not follow these my parents/care will be contacted.