This policy and the procedures that it underpins apply to all staff, including senior managers and the committee, paid staff, volunteers and sessional workers, bank staff, students and anyone working on behalf of Portreath Pre-School.

The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

**Portreath Pre-School aims to:**

* Protect children who receive Portreath Pre-School’s services and who make use of information technology (such as the Internet and digital camera) as part of their involvement with us.
* Provide staff and volunteers with the overarching principles that guide our approach to e-safety.

Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

**We recognise that:**

* The welfare of the children who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies.
* All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
* Working in partnership with children, their parents, carers and other agencies is essential in promoting children to be responsible in their approach to e-safety.

**We seek to promote e-safety by:**

* Appointing an e-safety coordinator.
* Developing a range of procedures that provide clear and specific directions for staff and volunteers on the appropriate use of ICT;
* Supporting and encouraging the children using our service to use the opportunities offered by digital technology and the internet in a way that keeps them safe and shows respect for others.
* To ensure the safety and welfare of children in our care we ensure that photos and video images of children are taken using the setting camera, they will be downloaded to the setting laptop which is used specifically for administration.
* Staff may take photos of pictures providing evidence of next steps and achievement for addition to the learning journals and our records as these form part of our assessment process. There is no reason for staff to have images of children from the Pre-school on any personal equipment.
* Following the setting mobile phone policy.
* Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using game consoles.
* Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people.
* Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use.
* Complaints or allegations, whether by an adult or a child will be dealt with according to our child protection procedures.
* Filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse).
* Informing parents and carers of incidents of concern as appropriate.
* Reviewing and updating the security of our information systems regularly.
* Providing adequate physical security for ICT equipment.
* Ensuring that user names, logins and passwords are used effectively.
* Using only official email accounts provided via the organisation, and monitoring these as necessary.
* Ensuring that the personal information of staff, volunteers and service users (including the children’s names) are not published on our website or face book page, without consent from that person or their parents.
* Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
* Any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them.
* Providing effective management for staff and volunteers on ICT issues, through supervision, support and training.
* Examining and risk assessing any emerging new technologies before they are used within the organisation.

Social media

* Staff that are using social media need to be aware of what they are posting about their private lives and who can see their page. Remember that at all times you are representing the setting – whether posting about us or not – so please think carefully about what you are posting shows you in a professional light.
* Any member of staff found to be posting remarks or comments that breach confidentially or are deemed to be a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained will face disciplinary action in line with the company disciplinary procedures.
* Please see our ‘Staff use of social networking sites’ policy.

There are many other useful tips and resources on e-safety available on these websites:

www.safenetwork.org.uk

www.internetmatters.org

The name of our e-safety coordinator is **Rebekah Rumsby**

We are committed to reviewing our policy, procedures and good practice.

This policy was adopted at a meeting of Portreath Pre-School Held on 22.03.2019

Date to be reviewed: …Annually in March or before if procedures change.