Waltham Pre-School

Internet Safety / Acceptable Use (AUP)

Policy Statement

At Waltham Pre-School we understand that ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching, and personal and social development. They form part of an essential life skill. When using technology with young children and adults in their setting, professionals need to ensure that the resource is used safely and responsibly.

Procedures
Why is internet use important?

- The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self-esteem, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children.
- Internet access is an entitlement for children and young people who show a responsible and age-appropriate approach to its use
- The internet is an essential element for education, business and social interaction. Waltham Pre-School has a duty to provide children and young people with quality Internet access as part of their experience.
- The internet is part of everyday life. Knowledge and experience of Information and Communication Technology (ICT) should be considered as essential. Developmentally appropriate access to computers and the internet in the early years contributes significantly to children and young people's enjoyment of learning and development.
- Children and young people learn most effectively where they are given managed access to computers and control of their own learning experiences; however such use carries an element of risk. Early years practitioners, their managers, and volunteers, alongside parents and carers, should make children and young people aware of the potential risks associated with online technologies. This empowers them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences

How will internet use enhance learning and personal and social development?

- Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age-appropriate filtering
- Age-appropriate guidance about appropriate Internet use will be part of the support for children and young people.
- All practitioners should guide children and young people in online activities that will support their developmental and learning outcomes.

How will internet access be authorised?

- All users of the internet will need to agree to responsible internet use
- For younger users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only.

Responsibilities

The Designated Safeguarding Officer **(Catherine Standley)** is responsible for online safety and manages the implementation of the Internet Policy.
The Senior Designated Person for Safeguarding will ensure:

- Day to day responsibility for online safety issues and as such will have a leading role in implementing, monitoring, and reviewing the Internet Policy.
- All ICT users are aware of the procedures that must be followed in the event of a potentially unsafe or inappropriate online incident taking place.
- All necessary actions are taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.
- Training and online safety advice is delivered and available to all early years practitioners and their managers and volunteers as required. This includes advisory support to children, young people, parents and carers as necessary.
- Timely liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

How should website and social media content be managed?

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 16 are published on the setting's website.
- Full names of children and young people should not be used anywhere on the website, first names will only be used in association with photographs.
- Where audio and video are included (e.g., Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the children and young people, under the age of 16 to be identified
- The owner will take overall editorial responsibility and ensure that content is accurate and appropriate.

Managing e-mail

- Waltham Pre-School will promote safe use of e-communications to other practitioners, professionals, and parents/carers.
- Children and young people should not reveal any details of themselves to people they do not know, such as an address or telephone number, or arrange to meet anyone.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on headed paper.

On-line Communications and Social Networking

- Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12.
- Waltham Pre-School understands that some children using their after-school care may have their own social networking site but use of this on the settings equipment is not permitted.

Mobile Technologies

- The Pre-School mobile phone is used for business purposes by Pre-School staff. The setting mobile phone may be allowed within the rooms if it supports working with children and young people, e.g. use to capture images of activities for exhibition/display. Parents and other staff members will be asked not to use personal mobiles for calls or photographs whilst in areas of the setting where children are and provision will be made to safely store personal phones.
- For Further information see 'Use of mobile phones and cameras' Policy **Introducing the policy to children and young people**

- Children and young people must be informed that Internet use is monitored (no child is left unsupervised with a tablet)
- The teaching of e-safety will be part of the provision for all children and young people. It will include key messages that are age and maturity appropriate, such as keeping personal information safe, dealing with cyberbullying, knowing who to tell if there is inappropriate content/contact on-line.

Families, Carers, Setting Managers and E-Safety

- Adults' attention should be drawn to the e-safety policy in newsletters, welcome packs, and/or the setting's website.
- Parents sign an agreement within their contract on registration that they will not download or use photos from tapestry for any purpose other than their own viewing (see Tapestry policy for more details).
- A partnership approach with parents and carers should be encouraged. This could include awareness- raising meetings, newsletters and hands-on sessions and suggestions for safe internet use at home.
- Advice on filtering systems, educational and leisure activities that include responsible use of the internet are available to parents.
- Interested parents should be referred to organisations such as CEOP, Childnet International, PIN, Parents Online and NCH Action for Children.

Social Media Parental Guide

- Staff are advised not to accept invitations from parents to "friend" on social networking sites and to do so may put them in a difficult work position. We expect them to maintain a professional relationship with you that is not compromised by sharing information on a social networking site
- Similarly, we would ask you not to post information on your site that could affect other families and their children from our childcare setting. This particularly would apply if children's names or photographs were to appear in the context of our setting
- We would always take legal advice if our setting were to be quoted in a defamatory way on a social networking site.

Consulting with Practitioners and their Inclusion in the E-Safety Policy

- All practitioners should be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment
- Practitioner development in safe and responsible internet use will be provided as required by the setting.
- All staff must sign and follow the Data Protection and Confidentiality Disclaimer and if this is not adhered to then disciplinary action may be taken.

How will complaints be handled?

- Responsibility for handling incidents will be delegated to a senior manager.
- Any complaint about practitioner misuse must be referred to a senior manager for Waltham Pre-School. This may include any allegations made outside of the setting.
- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include: Interview/counselling by a designated senior practitioner. Informing parents or carers.
  Removal of internet or computer access for an identified proportional amount of time Supervised access.
- If a serious allegation is made against a staff member, then Ofsted will be notified and appropriate procedures followed.