

Dorothy Gardner Centre
Mary Paterson Nursery School
Queens Park Children's Centre

E-Safety Policy

The Dorothy Gardner Centre, Mary Paterson nursery school and Queens Park Children's Centre have a commitment to keeping children and staff safe and healthy.

This E-Safety policy operates at all times under the umbrella of the **safeguarding policy**. The E-Safety policy relates to all electronic communication that is used in each setting and outside of the school if children are engaged in activities planned by each setting.

Our aim is to begin the learning process with the children on how to be e-safe, to recognise when information or material is inappropriate or makes them feel uncomfortable and how to ask for help. It is also to ensure the safe use of technology within each setting.

The internet and social media are an inherent part of people's lives in the 21st century. However there are risks and dangers associated with this global phenomena. These guidelines are therefore designed to protect the children, staff and parents who attend each setting. This policy should be read alongside the federation's safeguarding and child protection policy and the staff code of conduct in relation to IT, digital and e safety expectations involving children, parents and staff and the outside community.

The use of email

1. Emailing personal, sensitive, confidential or classified information should be avoided. If deemed essential then express consent of a member of the SLT must be sought.
2. Staff are asked not to contact parents or professionals from their personal email accounts nor give out their personal email address.
3. Staff should not use their personal email for work related purposes.

Use of Photography

1. The use of Photographs

On a child's entry to the nursery all parents/carers will be asked to give their permission for their child's work/photos in the following ways-

- For display in classrooms and the nursery school or children centre building.

- For the nursery school or children centre prospectus and any other promotional material for use outside the buildings
- For the nursery or children centre website
- For general media appearances
- For use in training events

The consent form is considered valid for the entire time the child is on the nursery school roll or the child attends the children centre. Parents/carers may withdraw their permission in writing at any time. We will not use any child's or adult's full name in a photographic or video image. All photographs will be taken on the nursery/children centre camera and NOT on an individual's mobile phone or camera.

NO photographs must be taken from the nursery or children's centre without expressed permission from the Executive Headteacher.

NO school or children centre camera should be taken home.

2. Parents/carers taking Photographs

- We request that visitors take no unauthorised photographs of their or other children in the nursery or children centre.
- Any students wishing to take photographs for study purposes must gain permission from parents/carers beforehand.
- Parents/family members must agree to only publish pictures or video images of their own children on media sites.

3. Mobile phones

Staff will be asked to leave their mobile 'phones in a safe storage place or locker on entering the building. If a member of staff needs to use a phone they may use their own phone whilst on a break, e.g in the staff room on their lunch break. If the staff member needs to be contacted in an emergency the school's telephone number should be used.

4. Storage of Images

- Access to these images are restricted to nursery and children centre staff
- Images should be regularly monitored and deleted if no longer required and/or when the child no longer attends the nursery or children's centre

Use of Social media

Staff may not accept friend requests from parents/carers/past parents or relatives of children on social media sites. This policy sets out to ensure that all staff are aware of the following risks:

- When using social media NO reference should be given to specific children or parent/carer by name.
- NO pictures of Dorothy Gardner, Mary Paterson nursery school or Queens Park Children's Centre should be published on personal social media pages.
- NO friend requests should be accepted from any child. Requests should be notified to the Designated Safeguarding Lead.
- Any posts made should be respectful of the setting ensuring that a professional attitude towards their work is maintained at all times.
- Do not make disparaging remarks about your employer or your colleagues as this could be deemed as bullying and /or harassment.

Appendix 1

E-Safety Policy

Acceptable Use of Agreement

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life.

This policy is designed to make sure that all staff and students are aware of their professional responsibilities when using any form of ICT.

If you have concerns or need clarification please speak to a member of the SLT.

- I have read and understood the E-Safety policy.
- I will comply with this policy.
- I will not install my hardware or software without the permission of a member of the SLT.
- I will not browse, download, upload, or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not take, store and use images of children, young people or staff for professional purposes in line with this policy and the "use of photographs" policy and with written consent of the parent, carer or staff member. I will not distribute images outside of the setting without the permission of the staff member, parent or carer.
- I will report any incidents of concern regarding e-safety to the Executive Headteacher in the role of the Safeguarding Lead.

- I understand that sanctions for disregarding any of the above will be in line with the Westminster's disciplinary procedures and serious infringement may be referred to the police.
- I agree to follow the code of conduct and to support the safe use of ICT throughout each setting.

Approved by FGB - October 2018

To be reviewed: October 2020