

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

11.2 E-Safety and Networking

Policy statement

The Trinket Box Pre School take steps to help and support and protect children, young people and staff when using technology in the setting.

E-safety concerns safeguarding children, young people and staff in the digital world.

E-safety emphasises learning to understand and use new technology in a positive way.

This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology.

Procedures

- Risk and responsibility is part of the 'duty of care' that applies to everyone working with children.
- All staff need to understand the significance of e-safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.
- All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.
- The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:
 - *comply with current legislation*
 - *use the internet in an acceptable way*
 - *do not create unnecessary business risk to the Trinket Box Pre School by the misuse of the internet*
- In particular the following is deemed unacceptable use or behaviour of staff:
 - *visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material*
 - *using the internet to send offensive or harassing materials to others*

- *publishing defamatory and/or knowingly false materials about Trinket Box Pre School, your colleagues and/or our customers on social networking sites*
- Staff adhere to the setting's separate use of mobile phones and cameras policy
- Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact upon staff productivity and the reputation of the Trinket Box Pre School. Where it is believed that a staff member has failed to comply with this policy, they will face the Disciplinary Procedure. If they are found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal.
- All computers have virus protection installed
- Where children have access to the Internet, safety settings are set to ensure that they cannot access inappropriate, sexually explicit, or harmful material
- Children are encouraged to develop their IT skills in a safe environment on a computer that is sited in an area clearly visible to staff
- Our enrolment forms include the parents consent to the taking of photographs for use in observations but also to be used on the setting's website. Trinket Box Pre School ensure the photographs which are added to the website are of a suitable nature
- During events linked with the setting, it is not a breach of the Data Protection Act for parents to take photographs of their children. However, **it is** a breach of the Data Protection Act, if the parents add these photographs, containing other children, onto networking sites, such as Facebook
- If a parent has stated on the enrolment form that they do not wish photographs of their child to be taken at events by other parents, they may have no option but to restrict attendance on those days. This is not a breach of Data Protection and Trinket Box are under no obligation to restrict the taking of photographs at their events

The E-safety policy operates in conjunction with the setting's other policies including Behaviour, Child Protection and Confidentiality.

This policy is approved by the Committee and reviewed annually