

## **Newburn Manor Nursery School**

### **E-Safety Policy June 2018**

To be reviewed

June 2021



## **Introduction**

This policy is linked to our Safeguarding Policy in relation to ICT and electronic communications of all types.

Computer skills are vital for life-long learning and the internet is now regarded as an essential resource to support teaching and learning. At Newburn Manor Nursery School we work with staff, governors, pupils and parents to value new technologies to enhance learning and to encourage safe and responsible use.

It is important for children to learn to be safe online from an early age.

## **Procedures**

Our duty is to ensure that children in our setting are not exposed to inappropriate visual images or information. We need to ensure children are supervised whilst using equipment that can access the internet. Children will always be supervised but also need to know that if they come across something that they don't like or scares them, makes them feel uncomfortable then they need to let us know – this applies to telling parents at home too.

Nursery internet access will be tailored for educational use and will include appropriate filtering.

## **Head teacher**

The head teacher will ensure appropriate filters are applied to the equipment used. The head teacher will investigate and log any reported incidents.

## **Staff**

Staff have a responsibility to ensure:

- They have an up to date awareness of e-safety matters
- They have read, understood and signed the school 'Acceptable use Statement'

- They report any suspected misuse or problem to the head teacher
- They monitor ICT activities within school, and after school activities including websites and APPS used by children.
- They are aware of e-safety issues related to the use of mobile phones, cameras and hand-held devices and they monitor their use and implement current school policies with regard to these devices.

## **Parents**

Parents/Carers play a crucial role in ensuring their children stay safe online.

Parents and carers attention will be drawn to the school e-safety policy in newsletters and on the school website.

Parents will be given information about how to keep their children safe online (see Appendix 1)

## **Pupils**

Children will be supervised when online. Children are encouraged to tell an adult if they see anything at school or home that makes them feel uncomfortable or that they know is wrong.

## **Data Protection**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

When using communication technology the following is good practice;

- The official school email service is regarded as safe and secure and is monitored. Staff should only use the school email to communicate with parents.
- Users must report any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and parents must be professional in tone and conduct.

## **Assessing Risks**

The school will take all reasonable precautions to prevent access to inappropriate sites. However it is not possible to guarantee that unsuitable material will never

appear on a computer /ipad connected to the nursery network. Risks are minimised by taking advice from IT colleagues and adding firewalls /appropriate filters. Children are always supervised when using the internet.

## **Website**

The head teacher has overall editorial responsibility for the website and to ensure content is accurate and appropriate.

Staff/pupils names or personal information will not be published.

The contact details on the website are the school address, email and telephone number.

The school asks all parents for permission for their child's photo (not name) to appear on the website. The school will not publish any photos on the website of children for whom we do not have permission.

## **Email**

Children in nursery do not have access to emails.

## **Social Networking**

The school uses social media (facebook), this is managed and monitored by the headteacher. The facebook page is for parents information only.

Online chatrooms and social networks will not be used at Nursery. Staff will not discuss the school or individual children on social media sites.

Staff are encouraged not to be 'friends' with parents/carers on social media sites.

Parents are advised at school events i.e. Christmas Play not to publish photos of other children without parental permission on any social media.

## **Mobile Phones**

Mobile phones owned by staff are stored in the staff room during school hours. Staff do not take photos of children on their mobile phones.

## **Cameras**

Cameras are used specifically in nursery for recording images of activities and achievements. The cameras will be stored in Nursery.

### **Ipads**

Ipads are stored in school and security settings have been added. All APPS used are suitable for children.

Each class will be told about how to use the iPad and look after it and themselves.(Appendix 2)

### **Handling e-safety complaints**

Complaints of internet misuse will be dealt with in the first instance by the headteacher. Complaints of a child protection nature will be dealt with in accordance to the schools child protection and safeguarding procedures.

## **Appendix 1      E-Safety Support for Parents/Carers of young children**

### **Explore together**

Talk to your child about what the internet is and explore it together so you can show them all the great fun and educational things they can do.

### **Put yourself in control**

Install parental controls on your home broadband. Most internet-enabled devices also allow you to set parental controls so you can manage what content your child can see and how they interact with others online.

### **Use passwords**

Keep your devices out of reach and set passwords on all your internet-enabled devices and don't share them. Then you'll know when and where your child is accessing the internet. You can also make sure they're not making additional purchases when they're playing games or using apps.

### **Search safely**

Use safe search engines such as [Swiggle](#) or [Kids-search](#). You can save time by adding these to your 'Favourites'. Safe search settings can also be activated on [Google](#) and other search engines, as well as [YouTube](#).

### **Be involved**

Encourage them to use tech devices in a communal area like the lounge or kitchen so you can keep an eye on how they're using the internet and also share in their enjoyment.

### **Manage access**

Set your homepage to a child-friendly site like CBeebies and create a user account for your child on the family computer or device which only allows access to sites you've chosen.

### **Help them learn through games**

You can choose safe, fun and educational online games to play with your child and that you'll be confident about them exploring. You can find good free of charge examples from companies like Disney Junior, Nick Jr and Fisher Price. Always ensure any games or APPS your child uses are age appropriate.

## **Set boundaries**

It's never too early to start setting boundaries. Set some rules about how long your child can spend online.

(taken from internetmatters.org)

**This is a really useful video to watch with advice for pre-school aged children:**

<http://www.internetmatters.org/advice/0-5/>

## **Other useful sites**

<https://www.thinkuknow.co.uk/>

<http://www.vodafone.com/content/parents.html>

<http://www.kidsmart.org.uk/beingsmart/>

<http://www.childnet.com/resources/kia/>

# Our iPad rules



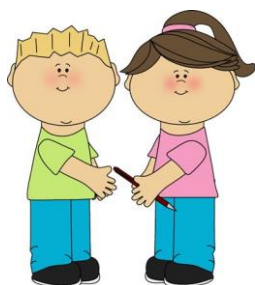
Hold the iPad with two hands.



Always sit down when holding the iPad.



Be gentle with the iPad screen.



Share the iPad when your turn is over.



Tell an adult if you see something you don't like on the iPad.