

## **E-Safety at Stalbridge Pre-School Policy & Procedures**

E-Safety is important to ensure the safeguarding of children, young people and staff during their time at Stalbridge Pre-School, we aim to do this by:

### **Children:**

- Ensuring that the setting computer that is accessed by children is not connected to the internet and is only used to access age appropriate educational software.
- Ensuring that children are supervised at all times by a member of staff when using any pre-school devices connected to the internet for research purposes to support their interests and enhance their knowledge.
- Ensuring that any devices used in the setting have filters set to block any inappropriate materials.
- Researching and talking to children about the importance of staying safe on-line as they show an awareness of using the internet to gain information, using age appropriate language.

Whilst ICT and the use of computers is recognised as an important part of children's learning, the time spent on computers will be limited to a short time, usually no longer than 10 minutes, the time it takes to complete an age appropriate game.

### **Staff:**

- Ensuring staff have read the 'Mobile Phone & Camera/Video' Policy and follow the procedures set out.
- Ensuring that any devices owned by the pre-school and used by staff are secured by log in access only and only used for the purpose of work requirements.
- Ensuring that any photographs and observations are only recorded on password protected pre-school owned devices for the use of recording children's progress through the Early Years Foundation Stage and only with parental permission.
- Ensuring that any educational software/Apps to be used by the children have been researched and agreed by the manager before downloading to any pre-school devices.
- Checking the history of any pre-school owned devices such as lap tops, pc's, tablets, mobile phone and cameras at regular intervals, this will be carried out by the manager.
- Ensuring that staff have an understanding of the 'Whistle Blowing' policy and understand that this also covers any concerns regarding E-Safety.

**This policy cross references to the following policies:** Safeguarding, Mobile Phone & Camera/Video, Social Networking, Confidentiality, Whistle blowing and Staff Use of Devices Policy and agreement.

This policy was adopted at a committee meeting on:

Signed: \_\_\_\_\_ Role: Manager Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Role: Chairperson Date: \_\_\_\_\_