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| Policy 27 | Review due | November 2017 |
| E-Safety Policy |  | |

St James’ Cottage Nursery has a commitment to keeping the health and safety of all children and staff our top priority. The E-Safety policy operates at all times under the umbrella of our Safeguarding Policy alongside our mobile phone / camera policy. The E-Safety Policy is the implementation of a safer working practice to include all electronic technology.

**Aim**

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.

To ensure the safe use of technology and to enhance the experience of children and staff at St James’ Cottage Nursery.

**Procedures**

The Internet is now regarded as an essential resource to support teaching and learning.

Computer and Tablet use are vital to accessing life-long learning and future employment.

Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning, using the tablets under staff supervision. The children’s computers at St James’ Cottage Nursery no longer have internet access, but have age appropriate games.

**Digital Images**

Children use the child friendly digital cameras’ that the Cottage provides, any photographs will be printed on site and the images will be deleted after use. St James’ Cottage Nursery now use Tapestry on-line learning journals, which are pin secured on the cottage tablets. Staff can access their key children’s on-line journals at home to update information, this is also pin secured. Staff are reminded they have to adhere to the Cottage Confidentiality and Safeguarding Policies.

Staff must only use the setting’s own digital cameras / tablets to take any photographs and these must be printed on site or deleted regularly. After a child has left the setting any images of that child will only be kept in St James’ Cottage Nursery archives for information.

Staff can only use the cottage cameras and tablets to take images of the children at any time including off site nursery activities.

Parent’s or Carer’s permission for all digital images of their child/ren will be obtained as per the Parental Agreement, Registration form and Tapestry consent form. If your child’s photograph is used for our web-site they will remain anonymous.

Video footage may be used for the purpose on on-line journals or an event, in which case it will be taken officially by a member of staff or management committee, parents consent will be obtained when the child starts attending cottage.

**Computer and Internet Use**

The computer systems we use are owned by St James’ Cottage Nursery who has appropriate software to ensure safe internet use. We use a vetted independent company to be responsible for systems support and management will ensure that the appropriate filters are applied to the PCs in the Cottage. The computers are in a public viewable area with constant supervision. There is no internet access to the children’s computers, only age appropriate games.

The Tablets have password access only with a screen time lock out after 5 minutes of inactivity. Tablets are only be used by the children with staff supervision. If staff or pupils discover unsuitable sites have been accessed on the cottage tablets, they must report their findings to the manager or team leader on duty immediately.

St James’ Cottage Nursery reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited. Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.

Staff who are responsible for sending emails have a sign off which will include contact details and a legal notice.

Use for gambling and accessing inappropriate materials such as pornographic, racist or offensive material is forbidden. Copyright of materials must not be misused.

**Social Media Sites**

Both St James’ Cottage Nursery web-site / social media sites and personal sites must be used appropriately at all times. Any detrimental or malicious content entered onto these sites which adversely impacts St James’ Cottage Nursery, employees, Trustees or fundraising committee members will be investigated and in serious cases suspension or even exclusion will be considered.

No personal use of social networking sites during work hours.

The Internet is used in the Pre-school to support the professional work of staff, to allow effective planning and to enhance the Pre-school’s management information and business administration systems.

**Parents and E-Safety**

Parent’s attention will be drawn to the Pre-School’s E-Safety Policy and relevant related documents.

**Complaints**

Any complaints about the inappropriate use to the internet or other technologies will be handled

through the Complaints Policy & Procedure.