



(Registered charity number 10360990)

1.7 E-Safety Policy

STATEMENT OF INTENT

At Digswell Pre School we want staff to be protected when using any form of ICT to include the internet.

Aims

Our aims are to act responsibly and the following guidelines should be followed for your protection. At Digswell Pre-School we want to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting.
- Staff are not to use their personal mobile phones to make or receive phone calls during the sessions or to take any photos or video images with them. Their mobile phones must be turned off and kept out of the main room.. The duty manager will keep their phone switched off but on them for use in case of an emergency evacuation.
- Staff are not to use their personal camera's or video cameras to take images to upload onto their personal computer.
- Do not talk about your professional role in any capacity when using social media such as Facebook, Twitter and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.
- Use your organisation's or setting's ICT systems and resources for all official business. This includes your work email address, work mobile phone or photography equipment.

- Only take images of children and/or staff for professional purposes, in accordance with setting policy. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in work and outside, will not bring your organisation or professional role into disrepute.
- You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation.

This policy was adopted by

DIGSWELL PRE-SCHOOL

On

SEPTEMBER 2020

Date to be reviewed

SEPTEMBER 2021

Signed on behalf of the Pre-School committee

MARTA ERENBK WALCZAK

Name of signatory

Role of signatory (e.g. chair, director or owner)

CHAIRPERSON

