

# WINSTON HOUSE PREPARATORY SCHOOL AND KINDERGARTEN E-SAFETY POLICY

**This Policy should be read with the;**

- **Safeguarding Children Child Protection Policy**

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**The welfare of your child is paramount to us. It is our duty to protect all children within our care, complying with all relevant legislation.**

## **E-safety**

### **Policy statement**

This policy is the implementation of our Safeguarding policy in relation to electronic communications of all types.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the setting can play a vital part in starting this process. In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks (age appropriate).

Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

### **Procedures**

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Internet access will be tailored expressly for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning journeys (age appropriate)

The Staff are responsible for:

- monitoring the websites being used by the children during Computing/ICT sessions ensuring that material accessed by children is appropriate
- ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- ensuring that the Principal is informed immediately if staff or children discover
- unsuitable sites have been accessed so that the restrictions can be reviewed

### **Website**

The point of contact on the setting website ([www.winstonhouseschool.org.uk](http://www.winstonhouseschool.org.uk)) will be the setting address, email and telephone number. Staff or children's home information will not be published.

Website photographs that include children will be selected carefully and written permission from parents or carers for featuring their child on the website is requested when each child starts at the setting.

### **Managing e-mail**

Children will not have access to e-mail.

### **On-line communications and social networking**

Staff will not discuss individual children or the setting on facebook, twitter or any other social networking site including on-line chat rooms.

It is setting policy that staff are not 'friends' with parents/carers on any social network site.

### **Mobile technologies**

Mobile Phones owned by Staff members are stored in staff lockers in the staff room during setting hours.

Staff may access their phones during their lunch break within the staff room or outside the setting premises.

### **Cameras**

The labelled cameras we have are used specifically for our use in nursery, for recording images of children's activities and achievements. The cameras will be used inside the rooms and in the outside area only. The cameras will be stored in a locked cupboard. Photographs will be used for displays and observations and will remain within premises.

Photographs taken by parents at the setting events such as sports day & the Christmas concerts, should be for personal use only and MUST NOT BE uploaded to social networking sites if the image contains children other than their own.

### **Handling of E-Safety**

Complaints of e-safety misuse will be dealt with by the Head

Any complaint about staff misuse of the internet must be reported to the Head

The staff disciplinary procedure will be followed in the event of any cases of misuse that arise. The safeguarding procedure will also be followed if appropriate.