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**E-Safety Policy**

**Introduction**

The internet plays an integral part in everyone’s lives. Lavington Pre-school also has the Internet installed in the office. This allows effective communication between parents regarding children’s attendance, enquiries etc., and for staff to access resources online. The intention of this policy is not to stop staff from conducting legitimate activities on the Internet, at work or at home, but serves to flag-up those areas in which conflict can arise.

At Lavington Pre-school:

* Staff can freely access the Internet for pre-school matters e.g. finding resources, booking training, online shopping for supplies
* Personal use is not permitted.
* Incoming emails may be read by admin staff, managers or committee officers where appropriate
* Staff should be aware of viruses which could lurk in emails
* Outgoing emails should be well structured and professional just as if a letter was being sent out
* Staff are requested to be careful about content that they search out or download
* The Internet is not accessible from the children’s computer in the playroom.

**Mobile phones**

Lavington pre-school prohibits the use of personal mobile phones within the playroom and pre-school gardens during working hours.

**All mobile phones in particular those mobile phones which have access to the internet and camera facilities, are required to remain locked away in staff lockers, whilst on duty and working in ratio. They are accessible to staff only on staff toilet breaks**. Staff may give the setting’s telephone number as an emergency contact number.

However, if there is an urgent personal call that you need to make, then you are able to use the early years setting’s telephone or use your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of your Manager.

**Photographs**

When children enrol at Lavington Pre-school, to ensure compliance with the Data Protection Act, parents are required to give permission for us to take and use photos within the pre-school for record keeping and displays.

Additional consent is sought for any photographs that will be used for press releases, in marketing material or on our website. In these situations the names of the children photographed will not be displayed. Either the Manager or a Committee nominee will take overall editorial responsibility and ensure that the content on our website or within any other marketing material is accurate and appropriate.

Staff are not permitted to keep photos or videos of the children, whether in the setting or out on trips, on their own personal computers, mobile phones or cameras. Staff are not permitted to email photographs as attachments from the Lavington Pre-school computer. The Manager or Committee Chair are permitted to do this for marketing purposes only, as long as all the permissions are in place.

Photos that are no longer needed are shredded.

At Lavington Pre-school we often invite an official photographer into the setting to take professional photographs of individual children. We undertake our own risk assessment in terms of the validity of the photographer/agency involved and establish what checks and vetting have been undertaken. Procedures ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present.

**Social Networking**

When someone is identified with Lavington Pre-school or discusses their work, they are expected to behave appropriately when on the Internet. Specifically:-

* Refrain from identifying yourself as working for an early years setting;
* Do not use social networking sites (Facebook, Twitter etc) during working hours.
* Do not share work-related information whether written or pictorial with other users. Our confidentiality policy must be adhered to at all times, even outside of working hours.
* Do not conduct yourself in a way that is detrimental to the early years setting or to the reputation of the setting, staff or committee members, or parents
* Remember and maintain your status as a professional childcare worker and therefore think twice before fostering online friendships with parents. Parents are asked to respect this professional relationship.

If a staff member believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the Manager or Committee Chair.

**Cyber bullying**

Lavington Pre-school is committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. We provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using social networking sites, text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

**Personal blogs**

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law; disclose any of the early years setting’s confidential information; breach copyright; defame the company or its suppliers, customers or employees; bring the organisation into disrepute; or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

**How will complaints be handled?**

* Responsibility for handling incidents will be delegated to a senior member of staff.
* Any complaint about staff misuse must be referred to the Manager for Committee Chair.
* Parents and will need to work in partnership with staff to resolve issues should they arise.
* There may be occasions when external agencies or the police must be contacted. Please refer to Lavington Pre-school’s Safeguarding and Child Protection Policies and Procedures.

All staff will be required to read and sign this policy.

Employees found to be in breach of this policy will be subject to an investigation, which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

This policy was adopted at a meeting of Lavington Pre-school held on:

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Signed on behalf of the Management Committee:

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Role of signatory:

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**Statement of Agreement**

All staff, committee members and volunteers are required to sign to say that they have read and understood the policy. A copy of this policy will be included in the staff induction pack.

I, …………………………………… (Name in capitals) have read and understood and agree to comply with this policy.

Signed………………………………........... Dated…………………

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