**Mucky Pups Preschool**



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**E -SAFETY POLICY**

**Aim**

*This aim of this policy is to ensure the safe use of technology by staff, parents and children to enhance our work and learning environment and to provide a working knowledge of technology in a fun and stimulating way.*

Mucky Pups has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times under the umbrella of the Safeguarding, social media and Mobile phone policy and electronic information sharing in anyway.

**Procedures**

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. 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.

**Digital Images**

* Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each session.
* Staff must only use the setting’s own digital camera to take any photographs and these must be downloaded or deleted every half term. After a child has left the setting all images of that child will be destroyed. The only images kept will be those kept for prosperity.
* Staff cannot use any other digital device to take photographs in the setting.
* Parent’s or Carer’s permission will be obtained for all images taken.
* Video footage will not be taken in nursery unless for a nursery event, in which case a member of staff will take it officially and parents written permission will be obtained prior to footage being filmed.
* We also make the request of visitors that they take no unauthorised photographs of their child or other children. When permission is given, these are under strict conditions of publishing their own children on social media not other children or staff.

**Computer, and Internet Use**

* The computer is owned by Mucky Pups Nursery and has appropriate software to ensure safe internet use.
* A staff Member will be responsible for system support and will ensure that the appropriate filters are applied to the nursery.
* If staff discover unsuitable sites have been accessed on the nursery PC, they must report their findings to the manager immediately so that filters can be reviewed.
* A member of staff will observe the children when they are using the internet and ensure that it is appropriate.
* Work email accounts may only be accessed on the Mucky Pups nursery laptop, unless written permission is given from the manager.
* Nursery Internet access will be tailored expressly for educational use and will include appropriate filtering.

**Internet use.**

* Staff will guide children in online activities that will support their learning journeys.
* The Internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery’s management information and business administration systems.
* Children will only use age appropriate software in the setting.
* Staff are asked not to contact parents from their personal accounts including email, Facebook, twitter, Instagram or Whatsapp, nor give out their personal phone numbers or email address
* Staff may access the internet via their personal smart phones in their own time and during their staff breaks.

**Social Media.**

At Mucky pups we use Facebook and Twitter as useful learning and advertising tool that can often be an effective way of engaging with young or hard to reach parents. Due to the public nature of social networking and the inability to keep content truly private, we ask that everyone involved take great care take in the management and use of such sites.

Only the manager and the deputy have the ability to access these platforms unless written permission is given to a member of staff;

* For safeguarding purposes, photographs or videos of looked after children must not be shared on social networking sites.
* To maintain professional distance and to avoid unwanted contact, staff should not link their personal social networking accounts to the setting’s page Identifiable images of children should not be used on social networking sites.
* Ensure that privacy settings are set to maximum and checked regularly

**Staff and social media** (see also our social media and confidentiality policy for staff)

Mucky Pups accepts that nursery staff members may choose to accept friend’s requests from parents on social media sites (but would rather staff do not).

However, this policy sets out to ensure that they are all aware of the following risks and apply the relevant precautions.

* When using social media sites, no reference to specific parents or children by name.
* No pictures taken at the nursery setting should be published on personal social media pages.
* If staff have chosen to accept a friend, they are asked to ensure that any posts are respectful of the setting and always maintain a professional attitude towards their work, or could bring nursery into disrepute.

**Personal Mobile Devices**

* Mucky Pups allows staff to bring in personal mobile phones and devices for their own use.

**Under no circumstances does Mucky Pups allow a member of staff use this device whilst working.**

* Users bringing personal devices into work must ensure there is no inappropriate or illegal content on the device.
* Mucky Pups is not responsible for the loss, damage or theft of any personal mobile device.

**School Provided Mobile Devices (Kindles/laptops)**

Staff may be allowed under some circumstances to use Mucky Pups mobile devices at home.

E.g. time given to work from home to complete documents and files for children.

This is only with prior consent from the manager and must be logged in the diary

* Where the nursery provides mobile technologies such as phones, laptops and PDAs for offsite visits and trips, only these devices should be used.
* Where the nursery provides a laptop for staff, only this device may be used to conduct nursery business

**Staff Emails**

The setting provides all staff with access to a professional email account to use for all work-related business, including communication with parents and carers if necessary.

This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families.

Email is covered by the Data Protection Act (1988) and the Freedom of information Act (2000) so safe practise should be followed in respect of record keeping and security. All staff is aware that all email communications may be monitored at any time in accordance with the Acceptable Use Policy. All users must report immediately any email that makes them feel uncomfortable, is offensive, threating or bullying in nature.

**Serious Incidents**

If a serious incident occurs such as inappropriate content is accessed, the e safety incident log is made immediately, a nominated officer is informed and the use of classroom computers is suspended until our IT provider has checked and ensured that the pathway is blocked.

Policy review Last reviewed: 1st September 2021 Next review date: 1st September 2022

Signed; J E Wills Position: Manager