

**The safeguarding and welfare requirements;** Providers must take all necessary steps to keep children safe and well 3.2. Child Protection 3.4,3.5,3.6,3.7.

## 1.8 E-Safety and Acceptable Use Policy

### Policy Statement

We believe that Children should have access to all areas of technology and should have the support and guidance of how to use technology safely. In accordance with the EYFS children should be able to know how to use and retrieve information from computers. This enables Children opportunities to engage in educational activities which allow them to practice and develop safe online behaviours. The setting has various ICT equipment, including a computer with internet access. Our designated e-safety officer is Carol Childs.

### Procedures

- The Children's ipads are kept in the main area of the setting which allows all children access and adults are able to monitor use and give guidance when needed.
- The ipads are maintained by the e-safety officer and all Staff on a daily basis. The internet is accessed by Wi-Fi connected to the hub in the main office and our Internet Service Provider is BT Broadband.
- The computer has anti-virus software installed which incorporates a Parental Control filter which restricts access to inappropriate material and sites. However, this should not be solely relied upon, all Staff are responsible for monitoring the children's access to the internet.
- Children are encouraged to use the ipads and are appropriately supervised by staff when using any technology or devices.

## Safeguarding

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- It is the Managements responsibility to ensure that all staff are aware that they should model and discuss good online behaviour with the Children.
- Children are encouraged to share the ipads by using the sand timer and the now and next board, this also helps limit the amount of time the children spend on the internet and other applications.
- Parents/carers are encouraged to participate in their children's use and knowledge of the internet and technology and are made aware of information by memo's, leaflets, parent workshops and discussions with their Child's Key Person.
- Any incident should be recorded and shared with the Parent/Carer and filed in the Incident Record folder, kept in the office filing cabinet.

*Social media/Internet-* Staff are not to discuss work on the internet or publish any photographs of children from the setting on the internet. The official Ladybirds Pre-school website is exempt from this and separate permission will be sought from parents. Parents are asked not to discuss the setting on the internet and any queries regarding the setting should be addressed to the staff during working hours and not over social media sites. Staff are not permitted to accept friend requests from parents attending the setting unless there is a pre-existing friendship.

### **Laptops and hard drives.**

All staff have use of the setting external hard drive and ipads for development reports produced on the children to be stored and also so they have access to the Staff Handbook and copies of all Policies and Procedures. All staff have been trained on the use and how to store documents securely. It is the responsibility of all staff to ensure that they are using the external hard drive and ipads correctly and that they are signed in and out of the office when in use to ensure safe keeping and confidentiality.

Laptops – When using any laptop to belonging to pre-school, staff are responsible for the acceptable use of the machines and are responsible for keeping them secure when in use. Staff are required to sign them in and out of the office when they are in use.

# Safeguarding

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## Legal framework

- Children Act 1989, 2004
- Human Rights Act 1998
- Data Protection Act 1998
- Working Together to Safeguard Children

This policy was adopted at a \_\_\_\_\_ name of  
meeting of \_\_\_\_\_ setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_