

## **The Avenue Children's Centre**

### **E-Safety Policy**

All early years settings have a duty to ensure that children are protected from potential harm both within and beyond the learning environment.

#### **Aims**

To provide a safe and secure online environment for all children in our care.

To raise awareness amongst staff and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many educational and social benefits.

To provide safeguards and rules for acceptable use to guide all users in their online experiences.

To ensure adults are clear about procedures for misuse of any technologies both within and beyond the early years setting.

This policy applies to all staff, children, parents/carers, committees, visitors and contractors accessing the internet or using technological devices on the premises.

This includes the use of personal devices by all of the above mentioned groups, such as mobile phones or iPads/tablets which are brought into an early years setting.

This policy is also applicable where staff or individuals have been provided with setting issued devices for use off-site, such as a work laptop or mobile phone.

We provide a diverse, balanced and relevant approach to the use of technology.

Our working community understand the importance of an eSafety Policy.

#### **Method**

We achieve this by:

Ensuring that the eSafety Policy and associated documents are up to date and reviewed regularly

Ensuring that the policy is implemented and that compliance is actively monitored

Ensuring that all staff are aware of reporting procedures and requirements should an eSafety incident occur

Ensuring that an eSafety incident log is appropriately maintained and reviewed regularly

Keeping up to date with eSafety issues and guidance through liaison with the Academy ICT Team

All staff have a shared responsibility to ensure that they use the internet and related technologies appropriately and safely as part of the wider duty of care to which all adults working with children are bound. Broadband and Age Appropriate Filtering Broadband provision is essential to the running of an early years setting, not only allowing for communication with parents and carers but also providing access to a wealth of resources and support. Many settings now use online tools for staff to track and share achievement. For this reason, great care must be taken to ensure that safe and secure internet access, appropriate for both adults is made available regardless of the size of the setting. • Filtering levels are managed and monitored on behalf of the setting by our technical support (ICT Acorn Trust)

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 setting email communications may be monitored at any time. All users must report immediately any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature.

### **Use of Social Networking Sites**

To maintain professional distance and to avoid unwanted contact, staff should not friend any parents or carers even when an existing relationship is in place.

### **Mobile/Smart Phones**

All staff are aware that mobiles are stored in a lockable box in the Office. They can be accessed at lunch time. Any mobile device must not be taken to any part of the building that children access.

Revised **May 2022**

Next Review **May 2023**