**e-Safety Policy 2024-2025**

**Policy statement**

St George’s Pre-School has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

**EYFS key themes and commitments**

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| **A unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.1 Respecting each other  2.2 Parents as partners | 3.4 The wider context | 4.4 Personal, social & emotional development |

**Introduction**

The Internet is now regarded as an essential resource to support teaching and learning and 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 early years settings can play a vital part in starting this process. In line with other policies that St George’s’ Pre-School has in place to protect children from other dangers, there is a requirement to provide children with an internet environment that is as safe as possible, and also a need to begin to teach them to be aware of and respond responsibly to possible risks.

1. **Core Principles of Internet Safety**

The internet is becoming as commonplace as the telephone or television and its effective use is an essential life-skill. However, unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

1. **St George’s Pre-School’s e-Safety Policy is built on the following care principles:**

**Guided educational use**

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

**Risk assessment**

St George’s Pre-School has a duty to ensure that the children in our care 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.

**Responsibility**

Internet safety at St George’s Pre-School depends on staff members, parents, cares and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones (please see our “Mobile Phone Policy”). It is the Pre-School’s responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

1. **Why is it important for pre-school children to access the internet?**

The internet is an essential element in 21st century life for education, business and social interaction, therefore St George’s Pre-School has a duty to provide children with quality internet access as part of their learning experience. Pre-school internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use and staff members will guide them in online activities that will support their learning journeys.

The internet is also used in the Pre-School to support the professional work of staff members, to allow effective planning and to enhance the Pre-School’s management information and business administration systems.

1. **Internet management**

Pre-School staff members will monitor the websites being used by the children in their care during Pre-School sessions. If staff members or children discover unsuitable sites have been accessed on the Pre-school computer, they must be reported to the Pre-School Supervisor immediately, so that filters can be reviewed.

Staff members are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff members or by children complies with copyright law. The point of contact on the Pre-School website which is part of the Hinton St George Primary School website, should be the Pre-School address, Pre-School email and the Hinton St George Primary School telephone number.

Written permission from parents or carers for featuring their child on the Hinton St George Primary School website is requested when each child starts at St George’s Pre-School, and parents/carers wishes are followed at all times.

1. **Communication**

**Managing email**

Children will not have access to email, and staff members using email will use their official Hinton St George First School email address, which must **NEVER** be used for personal email. Staff members must **NEVER** contact parents/carers using their personal email. The Pre-School’s official email address for parents, perspective parents and the public to use is [StGeorgesPre-School@HSGschool.co.uk](mailto:StGeorgesPre-School@HSGschool.co.uk), and only the Pre-School Manager and Deputy Managers have access to this email address.

**On-line communications and social networking**

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used in the Pre-School with Pre-School children present. Staff members will not discuss individual children or their setting on Facebook, twitter or any other social networking site.

**Mobile technologies**

Mobile phones are not permitted in the Pre-School **play room, they must be kept in the kitchen if it is necessary for the person to bring it in. Mobile phones must be kept in their owner’s locker, unless they are expecting an important call, which has been agreed with the Manager or Deputy Lead in advance. If an important call is expected, then a person’s mobile phone can be left on the worktop in the kitchen on loud, and when it rings, you must then remove yourself from the setting and thus, the children to take the call – ONLY IF RATIOS PERMIT THIS.**

**Staff members are permitted to check their mobile phones, in their own time on their lunch break, and at no other time.**

**iwatches, are to be switched to “school mode” or “airplane mode”, when the wearer is on duty. Staff members are not permitted to check their messages or emails on it while on duty, it must be set to a typical “watch” mode.**

**Camera**

To safeguard the children in the care of St George’s Pre-School, all photographs are taken **ONLY** on the Pre-School’s ipad and **NOT** on staff member’s cameras or mobile phones. Photographs are stored on the ipad itself and then relevant ones uploaded to the Tapestry app, before being deleted. Our ipads are stored in a locked filing cabinet when not being used. **ONLY** photographs to document children’s development or to share information on the web site/ displays in the setting should be taken whilst at St George’s Pre-School.

1. **Parents and e-safety**

Parents/carers attention will be drawn to both the Pre-School e-safety policy and the Mobile phone policy.

On a child’s entry to St George’s Pre-School, parents/carers are asked to give permission to use their child's photos in the following ways:

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| May we use your child’s photograph in the pre-school prospectus and other publications we produce for promotional purposes? |
| May we use your child’s image on our website? |
| May we record your child’s image on video? |
| Are you happy for your child’s image to appear in the media? |
| Are you happy for your child’s name to appear with the image? |

This consent form is considered valid for one year unless there is a change in the child’s circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc, or the parents/carers change their mind about something and wish to alter their consent. We keep a list of children for whom permission has not been granted and all staff will be provided with this information.

Parents or carers may withdraw permission, in writing, at any time.

In addition to this, we use the online learning journal, Tapestry, and therefore also ask parents and carers for permission to set up an account for both them and their child, as we as the following:

I give permission for a Tapestry account to be created for [name of child]

The e-mail address I would like to link with the account is

I give permission for a Tapestry account to be created for me (please sign and date)

1. I consent to photographs and videos of my child being taken by authorised Staff members representing St George’s Pre-School

2. I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal

3. I consent to photographs and videos containing my child’s image being included in other children’s learning journals

4. I agree to treat photographs and videos containing images of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs and videos cannot be posted on a social networking site or displayed in a public place.

1. **Handling Complaints**

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.

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| Version | Changes made | Author | Date | Review date |
| 1.0 | Baseline version | J Brown | November 2022 | November 2023 |
| 1.0 | Reviewed – no changes | J Brown | September 2023 | September 2024 |
| 1.1 | Minor formatting changes | J Brown | September 2024 | September 2025 |

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