

Online/E-Safety

Child Safety

As resources develop and more learning materials become available on computers there is a need to be aware of E-Safety. In our over 2 & 3yr rooms we have an interactive white boards and we download software for it. To ensure safety we make sure:

- Children only use the software after we have downloaded it and have no access themselves to the internet
- Managers or Room Supervisors only download software two people always present
- Downloads are recorded in the Online Safety Download Log 7.7b
- Children are never left alone with a computer that is online

Please see our mobile phone policy 4.5 which supports this policy.

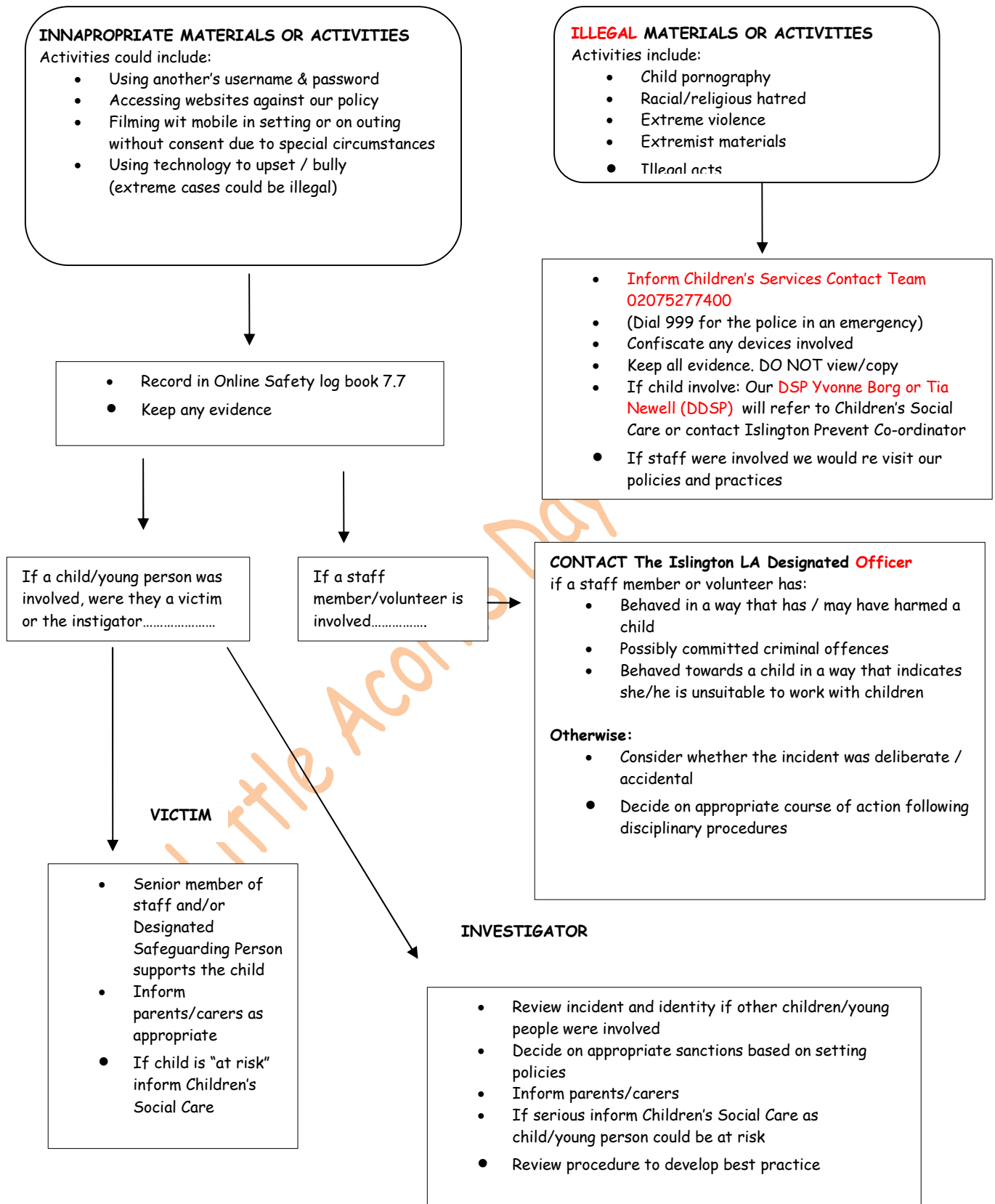
Staff Safety

Each member of staff who has a work email only has access to their own password. The only other people who have access to their email password are the Company Director Teresa Stear and the I.T. consultant who both have administrative rights over the website and all email addresses. Staff emails are only accessed after they leave for continuation or with written agreement beforehand. Trust has to be given to staff that they do not go on any inappropriate websites as it is impossible for us to block all sights. Staff sign a declaration (below) to agree to this.

Parent Safety

We are registered with The General Data Protection Regulation and strongly adhere to this. All parental information is kept on our database and only administration staff have the login details to access this. All staff understand our Confidentiality Procedure 4.7 and Information Sharing and The General Data Protection Regulation Policy (GDPR) 7.5

Online Safety Incident Chart



Staff Declaration of Online Safety

I understand that:

- even though I have use of a computer I must not access any inappropriate websites that could cause harm to the children
- Joining any websites of social extremist groups
- Accessing any websites that are not for the use of work e.g.: Hotmail or personal emails addresses, booking holidays or shopping
- Web histories will be checked from time to time for compliance
- I cannot leave a child at a computer that is online without supervision from an appropriate adult who has had DBS clearance
- I must not give my email login details to anyone other than the Company Director Teresa Stear or the I.T. Consultant Graham O'Connell
- I must not try to access anyone else's emails
- I will not use emails to bully or harass other members of staff
- I will not have my mobile phone on unless it is a work phone. It will be in the locker in the main office during working hours.
- I will not use my mobile phone to photograph any children
- I will not wear my uniform on Facebook or any other interactive sight whilst at home
- I will always LOG OFF the computer when I leave it unattended
- I will not befriend any parents on Facebook or any other online chat rooms
- if I become aware of any of the above I will notify our **DSP Yvonne Borg** or **deputy DSP Tia Newell**

I understand and agree to the above and understand that any breach of any point could lead to a disciplinary hearing

Staff Signature:..... Management Signature:Ipek Ibrahim....

Date:

Date:.....