

E-Safety Policy

This policy is the implementation of our Safeguarding policy in relation to electronic communications of all types. 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. It is important for children to learn to be e-safe from an early age and the pre-school can play a vital part in starting this process. In line with our other policies that protect children from other dangers, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks. Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

We have a duty to ensure that children in our setting 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. The pre-school Internet access will be tailored expressly for educational use and will include appropriate filtering. Staff will guide children in online activities that will support their learning journeys.

The Admin Manager/Team Leader will ensure that the appropriate filters are applied to the Tablets within Pre-School.

The Pre-School Staff are responsible for:

- monitoring and supervising any websites being used by the children during pre-school sessions
- ensuring that material accessed by children is appropriate
- ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- ensuring that the Admin Manager/Team Leader are informed immediately if staff discover unsuitable sites have been accessed on the Pre-school Tablets or Laptop so that the filters can be reviewed.

The Internet is also used in the Pre-school to support the professional work of staff, to allow effective planning and source resources. Staff must ensure they logout after they have finished. Unsuitable sites must NOT be accessed by Pre-School Staff. A breach of this policy will be considered to be gross misconduct by staff and will be dealt with accordingly.

Pre-School Website

The point of contact on the Pre-school website (www.ympreschool.co.uk) will be Yaxley & Mellis Pre-School's, address email(contactus@ympreschool.co.uk) and telephone number (01379 788458). Staff or children's home information will not be published. Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website is requested when each child starts at Yaxley & Mellis Pre-School and parents/carers wishes are followed at all times.

Managing e-mail

Children will not have access to e-mail. The Admin Manager / Team Leader have access to the Pre-School e-mail addresses on the Office computer and laptop where they work. These addresses will not be used for personal e-mail.

Handling of E-Safety Complaints

- Complaints of e-safety misuse will be dealt with by the Pre-School Chair
- Any complaint about staff misuse of the internet must be reported to the Pre-School Chair/ Admin Manager or Team Leader
- The Pre-School's complaint procedure will be followed in the event of any cases of misuse that arises.