



## **E-SAFETY POLICY AND STATEMENT**

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

Our designated person responsible for co-ordinating action taken to protect children is:

Kellie Ferguson and in her absence Kate Jepson.

### **Information Communication Technology (ICT) equipment**

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated persons is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computer/IPADS have virus protection installed.
- The designated person ensures that safety settings are set on staff IPADS to ensure that inappropriate material cannot be accessed.

### **Internet access**

- Children do not have access to the internet.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded.
- Children are not allowed to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [iwf.org.uk](http://iwf.org.uk).
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [ceop.police.uk](http://ceop.police.uk).

### **Email**

- Children are not permitted to use email in the setting.
- Staff do not access personal or work email whilst supervising children.
- Staff using email will use the preschool email address [liz@idehillpreschool.org](mailto:liz@idehillpreschool.org) on the premises.
- Smart watches must be disconnected from mobile phones during staff working hours.
- Staff send personal information by encrypted email and share information securely at all times.

### **Social media**



- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, the staff member must defriend that person from their social media site for the time that child is at the preschool
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff will not discuss individual children in chat rooms/forums and social networking sites such as Facebook, Twitter, Instagram or You Tube or any other social networking site.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Ensure that staffs online activity, both in and outside of work will not bring Ide Hill pre-school or professional role into disrepute.

#### **Electronic learning journals for recording children's progress**

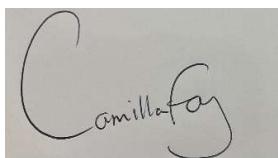
- A risk assessment is completed with details on how the learning journal is managed to ensure children are safeguarded.
- Staff adhere to the guidance provided with the system at all times.
- IPADS will stay at Ide Hill pre-school premises at all times and locked away when not in use.

#### **Use and/or distribution of inappropriate images**

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

*This policy was adopted at a meeting of the pre-school held on 29/09/2025*

*Signed on behalf of the pre-school*



*This policy will be reviewed in February 2026*