



# Railway Street Nursery School

## E-SAFETY POLICY

E-Safety is short for electronic safety.

The Board of Governors and staff of Railway Street Nursery School are committed to keeping children and staff safe and healthy and mitigating risk through reasonable planning and actions. This e-safety policy operates as part of the other safeguarding policies already in place. It highlights the responsibility of the school, staff, governors and parents to mitigate risk through reasonable planning and actions. E-Safety covers not only Internet technologies, but also electronic communications via mobile phones, games consoles and wireless technology.

The rapidly changing nature of the Internet and new technologies means that e-Safety is an ever growing and changing area of interest and concern. Therefore we must reflect this by keeping abreast of the changes taking place and we have a duty of care to enable pupils to use on-line systems safely.

### E-Safety in the Nursery context

- is concerned with safeguarding children and staff in the digital world
- emphasises learning to understand and use new technologies in a positive way
- is less about restriction and focuses on education about the risks as well as the benefits so that users feel confident online
- is concerned with supporting pupils to develop safer online behaviours both in and out of school
- is concerned with helping pupils recognise situations and how to respond to risks appropriately

The Internet is now regarded as an essential resource to support teaching and learning. I.C.T. skills are vital to accessing life-long learning and employment. It is important for children to be safe on the internet from an early age and the Nursery School can play a vital role in starting this process. In line with other policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to these risks.

The internet has become an essential part of daily life, and its associated language is used daily within our school life. We need to ensure that children and staff are not placed in embarrassing, inappropriate and even dangerous situations as a result of its use.

The E-Safety policy is based on the following core principles:

### GUIDED EDUCATIONAL USE

Significant educational benefits can result from internet use including access to finding out information from around the world. Internet use in our school is carefully planned and targeted within a managed and regulated environment.

## RISK ASSESSMENT

We have the responsibility to ensure that children and staff 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. Discussions during circle time help us promote the E-safety message.

## RESPONSIBILITY

Internet safety in the Nursery School depends on parents, staff, carers, and visitors taking responsibility for the use of the internet and other communication devices such as mobile phones. We have in place secure routers technical solutions to limit internet access and these are monitored closely by the Principal supported by the ICT department of the Education Authority.

## WHY DO WE FEEL IT IS IMPORTANT FOR OUR CHILDREN TO HAVE ACCESS TO THE INTERNET?

The internet is an essential element in the 21<sup>st</sup> century life for, education, business and social interaction. The nursery has a duty to provide children and staff with quality internet access as part of their learning experience, to ensure they are prepared for future technologies.

Internet access will be tailored expressly for educational use and will include appropriate filtering, (DECircular2011-22). Class I-Pads used by the children have additional security settings in operation. The children currently do not have access to the internet on their devices.

Apps used by the children will be previously selected by the adults. Any app downloaded for children's use will have been endorsed as being suitable and appropriate for the children's use by the Principal.

The internet is also used in our school to support the professional work of our staff, to allow effective planning and to enhance the management of information and administration.

The Principal is currently responsible for ensuring that the appropriate filters are applied to our internet linked devices. Sites accessed by staff are monitored regularly. Staff may log onto the internet during teaching hours to look at sites relating to topics or to answer a question posed by one of the children. Staff must use their own school I-Pads or laptops – not the children's.

If staff access an unsuitable site they must inform the Principal immediately and record the incident in the Incident book. Mrs Morrow will report the matter further if required and seek technical support.

## MANAGING CONTENT

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright laws.

## MANAGING E-MAIL

Children will not have access to e-mail accounts.

Staff using E-mail will use their c2k address or G-Mail account specifically set up for school business.

## SEESAW

Seesaw is a simple way for teachers and pupils to record and share what's happening in the classroom. Each student gets their own journal and the teacher will add things to it, like photos, videos, drawings, or notes. Parent reminders and announcements will be sent via Seesaw on a

regular basis and the messaging service allows school related contact between parent and principal. When there are new Seesaw posts, families can be notified via app notification, email or SMS.

Parents are only notified about their own child's work, and all data is safe and secure. In the case where photographs are shared through Seesaw at the end of each month, the nature of the nursery environment means that children are often photographed alongside others and it will be part of their photo library; this is explained to parents at the introductory meeting. Parents who are not happy with this arrangement may decide in writing not to grant permission, suitable alternate arrangements will be made.

\*\*In the instance where home learning is necessary, Seesaw will be the platform used to engage with pupils and parents.

### ON-LINE COMMUNICATIONS AND SOCIAL NETWORKING

The internet provides a number of benefits for staff. However, information about our school should not be shared over personal social media sites. Staff must not engage in activities on the internet which might bring the setting or its associated staff into disrepute.

We need to ensure that:-

- Our duty to safeguard children is maintained.
- The setting is not exposed to legal risk
- The reputation of the setting is not adversely affected
- We recognise our legal responsibilities.
- All staff and parents bear in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection, freedom of information legislation and safeguarding legislation.
- Staff should not encourage parents as friends on social networking sites.

### PROTOCOL FOR THE USE OF MOBILE TECHNOLOGIES

Incoming and outgoing calls on mobile phones are not permitted within the Nursery school classroom during teaching hours, except during lunch and coffee breaks and for calls by other staff members to assist with the care of children.

This applies to text messages also.

Staff should only make calls during teaching hours to summon help from a second adult, when leaving the scene to ask for assistance would endanger the safety, health or wellbeing of one or more of the children.

The taking of photographs of the children on mobile phones belonging to staff is not permitted under any circumstances.

Any member of staff using their own laptop must adhere to the e-safety policy in all matters relating to the nursery school.

Any complaint about the appropriate use of taking of photographs, the internet or other technologies will be handled through the normal complaints procedure.

## PHOTOGRAPHY

In Railway Street Nursery School we regularly take photographs to record the progress and development of the children. Staff have a duty to ensure the welfare of the children in our care and realise that the improper use of photography can cause harm. We will strive to ensure that all photographic records are stored used and deleted safely and securely.

All staff use a central class I-Pad to take photos. All photographs are used as evidence and support children's interests, enjoyment and learning.

Parents must give written consent for photos to be taken. The nature of the nursery environment means that children are often photographed alongside others and will be part of their photo library; this is explained to parents at the introductory meeting. Parents who are not happy with this arrangement may decide in writing not to grant permission, suitable alternate arrangements will be made.

- Photographs of children will be on display throughout the school.
- All photos are posted on Seesaw on a monthly basis
- Students or Volunteers may not photograph the children at any time.
- Parents may only take photographs of their own child during special events such as Christmas Play/sports Day.
- Photos taken with more than one child present must not be uploaded by parents onto social media sites.

## CHILDREN'S USE OF PHOTOGRAPHY

The children have access to digital cameras but footage which they take is closely monitored by staff and must only be taken in the classroom or outdoors.

At Railway Street Nursery School, we recognise the potential of the appropriate use of photography to enhance our practice. Parents and staff love to share many of the children's experiences through viewing well-presented photographs of the children and their friends at play. The ability to capture a moment in a child's life in a picture is a privilege and can convey much more than words. However we also recognise that the inappropriate use of photography has the power to cause untold harm and damage to our pupils and their families and staff will consequently take all reasonable measures to ensure that we use this technology in a safe manner and in the best interests of our children whose welfare remains paramount in all that we do.

## IN ORDER TO HELP MINIMISE THE RISKS:-

- Children are encouraged to apply the SMART tips when accessing the internet (see Appendix 1)
- Parents and staff made aware and encouraged to make use of the Safer Schools app
- Participation in safer internet day
- The Principal keeps abreast of e-safety through a wide variety of training opportunities and ensure that this information is shared with all staff through relevant training and support.
- Parents and carers receive an eSafety Advice Leaflet from Nursery and this includes a safety advice checklist for the Under 5s (see Appendix 2)
- All staff have read and signed the e-safety policy

### LINKS WITH OTHER POLICIES

- Our E-Safety policy has links with our policies in Safeguarding/Child Protection, Pastoral care, Intimate Care, Anti Bullying and ICT.
- All staff permitted to use cameras will have undergone criminal records checks.
- All staff are trained in the schools Safeguarding and Child Protection policy on an annual basis.

### POLICY REVIEW

This policy will be reviewed annually to evaluate its effectiveness.

Ratified by Board of Governors

Chairperson: Mrs K Glavin-Brown      Date: October 2021

# Be smart on the internet



**S**

**SAFE**

Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**THINK  
UK  
KNOW**  
CO.UK



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

**KidSMART**



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.



## **Under 5's checklist**

**START** setting some boundaries now - it's never too early to do things like set limits for the amount of time they can spend on the computer



**KEEP** devices like your mobile out of reach and make sure you have passwords/PINs set up on them for the times you might lend them to your child... or for when they simply get hold of them themselves!

**CHECK** the age ratings and descriptions on apps, games, online TV and films before downloading them and allowing your son or daughter to play with or watch them

**EXPLAIN** your technology rules to grandparents, babysitters and the parents of your child's friends so that they also stick to them when they're looking after your child

**REMEMBER** that public Wi-Fi (e.g. in cafés) might not have Parental Controls on it - so, if you hand over your iPad to your child while you're having a coffee, they might be able to access more than you bargained for

**SET** the homepage on your family computer or tablet to an appropriate website like CBeebies