

Dartmouth Pre-School

E-Safety Policy

Purpose

The purpose of Dartmouth Pre-School's E-Safety policy is to define the acceptable use of:

- The internet, including social networking sites
- Email
- Storage of documents, childrens records and images
- Cameras and other photographic equipment
- Mobile phones

Internet

Use of the internet by staff and children should be managed and monitored and secure passwords should be used at all times. Users should be aware of what to do should a potentially unsafe or inappropriate incident take place. Any incident should be documented and reported to the school manager.

Communication between all adults and children by whatever method should take place within clear professional boundaries.

Any misuse of the school's internet will result in disciplinary action.

Social Networks and Email

The discussion of children, parents, staff and school matters on social networking sites and email is strictly prohibited.

The use of school internet facilities for social networking is not permitted.

Always be mindful of confidentiality issues when using websites or email.

Use of Cameras

Personal cameras must not be used within the Dartmouth Pre-School setting. Only the dedicated school camera and i-pad may be used to take images.

Parental permission must be sought at all times for the taking of moving or still images and for their use on the school website. This also applies for the use of any images in school marketing material or press articles. A record must be kept of which children can and cannot be photographed and whether their images may be used in media, marketing, on the school website, or on social networking sites.

The Designated Safeguarding Officer (SDO) is responsible for the security of storage media and for its use off-site.

Mobile Phones

The use of personal mobile phones is not permitted during learning time, except in the case of emergency.

Staff must not take photographs, video images or audio recordings of children in their care on their personal phones at any time.

The DSO is responsible for addressing any suspected misuse of mobile phones and reporting, if necessary.

Reporting

Any misuse of the above mentioned media should be reported immediately to the SDO (Pam Reeves) or the Nominated Committee Member (Amanda Liscombe). This is essential to the safety of the children in our care.

Any breach of this policy may be considered gross misconduct and could result in dismissal.

Further information can be found on the 'Child Exploitation and Online Protection' website at: www.ceop.gov.uk .

Approved:

Amanda Liscombe, Chair of Committee

Adopted on: 21.3.2016 Review Date: 21.3.2017

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