E Safety Policy

**Statement of intent**

Our Playgroup wants to work with children, parents, staff and the community to ensure the rights and safety of children while using technology and to give them the very best start in life. The use of surveillance technology such as a net nanny will inevitably uncover examples of where inappropriate sites have been visited. Greendown Playgroup wishes to foster an open culture whereby children, staff & parents acknowledge and report examples of access to inappropriate sites so that they can be added to the banned list. Electronic devices ICT, digital and mobile technology resources are now regarded as an essential resource to support learning, teaching and personal and social development. When using technology with young children, professionals need to ensure that the resource is used safely and responsibly. Computer and web-based skills are vital to access life-long learning and employment; indeed being able to use electronic devices is now seen as an essential life-skill

**Anti Virus** Greendown Playgroup will have in place anti-virus protection on their PC's **E-mail** The dangers of SPAM and the need to protect your identity when using e-mail. **Filtering** As part of their electronic devices entitlement all children will be made aware that their use of the internet is filtered to prevent access to known sites of inappropriate materials. **Monitoring** As part of their electronic devices entitlement children will learn that all internet usage is monitored and that the accessing of a particular site can be tracked to a particular PC.

**Aims**

Our aims are to:

* Promote the internet to support learning as well as for social and personal development activities. It can motivate, engage and develop self esteem, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children.
* Promote internet access as an entitlement for children who show a responsible and age appropriate approach to its use.
* The internet is an essential element in 21st century life for education, business and social interaction. Greendown Playgroup has a duty to provide children and young people with quality internet access as part of their life experience.

**How will Internet use enhance learning and personal and social development?**

Internet access for the children will be designed for educational aspects of social and developmental use and will include age appropriate filtering.

Guidance about appropriate internet use will be part of the learning & support for the children.

All practitioners should guide children in online activities that will support their developmental and learning outcomes in line with the EYFS.

**How will Internet access be authorised?**

All user of the internet will need to agree to the terms and conditions of access appropriate to their age.

For children, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only.

**How will filtering be managed?**

A designated senior member of staff **Kylie Taylor/Lisa Mullan** will manage the permitting and banning of web sites identified by Greendown Playgroup.

Greendown Playgroup will work in partnership directly with parents/carers, and local authorities indirectly with the Department for education and, if appropriate, the South West grid for learning to ensure systems to protect children are reviewed and improved.

If practitioners or children discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via Greendown Playgroups designated person **Kylie Taylor.**

Greendown Playgroup has download and install a free web filtering systems. This will be monitored & checked weekly by Greendown Playgroups designated person **Kylie Taylor**.

All practitioners will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that Greendown Playgroup believes is illegal must be referred to the Internet Watch Foundation (IWF - <http://www.iwf.org.uk/>) and/or SWGfL.

**How will the risks be assessed?**

In common with other media such as magazines, books and DVDs, some material available via the internet is unsuitable for children. Greendown Playgroup will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. Greendown Playgroup cannot accept liability for the material accessed, or any consequences of internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

The e-safety lead for Greendown Playgroup **Kylie Taylor** will ensure that she is aware of current e-safety advice and able to embed this within their work with children & staff.

The senior practitioners for Greendown Playgroup will ensure that the Internet policy is implemented and compliance with the policy monitored.

**Managing content**

If an unsuitable site is discovered, the URL (address) and content must be reported to the South West Grid for Learning: 0845 307 7870 or email: filtering@swgfl.org.uk or the appropriate Internet Service Provider that your Greendown playgroup uses.

If appropriate, specific activities will be included to allow all children to develop their media literacy skills.

**How should website content be managed?**

Full names of children should not be used anywhere on the website.

The manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

**Introducing the Policy to the children.**

Staff will explain to the children the playgroup rules about using the computer

Children will be able to access the computer for 2 x five minutes, in each three hour session.

There is no time limit when the computer is being used for a focus activity with the key person.

**Introducing the Policy to Families, Carers & Childminders.**

Adults’ attention should be drawn to the e-Safety policy in newsletters & on the first visit.

A partnership approach with parents and carers should be encouraged. This could include awareness raising meetings, newsletters and hands-on sessions and suggestions for safe Internet use at home.

Advice on filtering systems, educational and leisure activities that include responsible use of the Internet should be made available to parents.

Interested parents should be referred to organisations such as CEOP[1](%22%20%5Cl%20%22sdfootnote1sym), Child net International, PIN[2](%22%20%5Cl%20%22sdfootnote2sym), Parents Online and NCH Action for Children.

**Consulting with practitioners and their inclusion in the e-safety policy.**

All practitioners should be consulted about the contents of this policy to ensure that the use of the Internet and mobile technologies supports their work with children and young people in a safe environment.

The consequences for Internet and mobile phone/PDA[3](%22%20%5Cl%20%22sdfootnote3sym)/technology misuse will be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access).

Practitioners should be aware that Internet traffic is monitored and reported by the SWGfL or other Internet Service Provider and can be traced to the individual user. Discretion and professional conduct is essential.

Practitioner development in safe and responsible Internet use will be provided as required.

**How will complaints be handled?**

Responsibility for handling incidents will be by the Manager or named person for e-safety.

Any complaint about practitioner misuse must be referred to the Manager or named person.

There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

This policy was adopted at a meeting of Greendown Playgroup

Held on

Signed on behalf of the Playgroup