Hagbourne Pre-school
A stimulating environment for children aged 2 to 5 years

Policy Name	E-Safety
Date Issued	August 2020
Author / Owner	Hagbourne Pre-School

Statement of Intent
Hagbourne Pre-School are committed to keeping the children safe and healthy at all times and the e-safety policy operates under the Child Protection and Safeguarding policy and alongside the Camera, mobile phone and all electronic devices with imaging and sharing capabilities.

Aim
We aim to ensure the safe use of technology to enhance the children's learning and development at pre-school. We want to enable the children to understand how to be e-safe and for them to recognise content or material that is inappropriate or makes them feel uncomfortable. We also want to ensure the children know how and who to ask for help.

Method
Internet access at Hagbourne Pre-school is for business use only the children do not have access, however it is in the upcoming plans. The internet is regarded as a key resource for learning and teaching and IT skills are considered vital for life-long learning, development and career or employment opportunities.

Internet Access
- Village Hall Committee will be responsible for the systems support and main contact for the provider, they will ensure the appropriate filters and security measures are applied.
- A staff member will always observe and assist the children if they use the internet via suitable technology at pre-school
- If staff or pupils discover unsuitable sites or content have been accessed using the pre-school technology, they must report the findings to the chairperson immediately
- Use for gambling is forbidden
- Copyright of materials must be respected
- Accessing inappropriate material such as pornographic, racist, or offensive content is forbidden, and would be considered as gross misconduct
- The internet is also used to support staff in their professional work and allows for research and planning to enhance pre-schools management and learning development
- Pre-school internet usage will be specifically tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide any and all online activities that will support their learning journey
- Social networking sites will not be accessed during working hours
- Children will only use age appropriate software in the setting
- Visitors will not be given access to the Pre-School WiFi

Digital Images
- Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each session.
- Staff must only use the setting's own digital cameras to take any photographs and these must be downloaded or deleted every half term. After a child has left the setting all images of that child will be destroyed. The only images kept will be those kept for prosperity.
- Staff cannot use any other digital device to take photographs in the setting.
- Parent's or Carer's permission will be obtained for all images taken. If the image is placed on the website then it will be removed when the child leaves the setting, unless used for promotional material.
- Video footage will not be taken in pre-school unless for a Pre-School Event, in which case it will be taken officially by a member of staff, parents written permission will be obtained prior to footage being filmed.
- Where photographs are used on the website or for promotional purposes, no child will be named.

Parents and E-Safety

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All parents/guardians will receive a copy of the e-safety policy and any related documents. Staff will be happy to discuss safety precautions with parents for use at home if requested.

Complaints
Any complaints about the inappropriate use of the internet or other technology at pre-school will be handled through the Complaints policy and procedure.

This policy was reviewed and updated (where required) on _09ᵗʰ February 2024_____(date)

Reviewed/updated by ____Sophie Garland_____ (Chairperson)

Reviewed/Updated by ___Sheila Bayliss_____ (Manager)