

JIGSAW E-SAFETY POLICY

Statement of Intent

E- safety encompasses internet technologies and electronic communications including mobile phones as well as collaboration tools e.g. drop boxes

At Jigsaw Pre-School we recognise the immense value information and communication technology (ICT) plays in the learning and development of children. We also acknowledge that it must be used safely, in that the potential risks involved should not be ignored.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the Pre-school can play a vital part in starting this process.

Jigsaw Pre-School has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The Pre-School endeavours to ensure e-safety is assured to all users of the Pre-School, whether child, parent, staff member or visitors.

The Jigsaw Manager supported by the CPLO, staff and committee ensures staff and parents alike uphold this policy. Jigsaw Pre-School trusts that all adults will respect and uphold this policy so as to maintain E-safety and prevent any potential risks occurring.

This policy should operate in conjunction with other policies including

- Data Protection
- Confidentiality
- Staff Conduct
- Safeguarding
- Social Networking
- Whistle Blowing
- Risk Assessment

Guiding Principles

1. Guided educational use

Significant educational benefits should result from Internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

There is a need to educate staff, parents and children about the benefits and risks of using technology and provide safeguards and awareness for users to control their online experiences.

2. Risk assessment

We have a duty to ensure that children in the Pre-school 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.

3. Responsibility

Internet safety in the Pre-school depends on staff, parents, carers and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones. It is the Pre-school's responsibility to use technical solutions to limit Internet access and to monitor their effectiveness.

4. End to end safety

E-safety depends on effective practice at a number of levels

Responsible use of ICT by all staff

Encouraging e-safety awareness to staff and parents through education and information

Making responsibilities explicit through published policies

Sound implementation of e-safety policy in both administrative processes and curriculum, including secure pre-school network design and use

Safe and secure broadband including the effective management of filtering systems

Aims

Jigsaw Pre-School aims to:

1. Inform staff, parents and carers as to the Pre-School's policies on the appropriate use of information technologies including the internet, social networking sites and mobile devices.
2. To educate staff with regard to their responsibilities when using the setting's information technologies including Hudls, laptops, cameras and phones.
3. To ensure staff are aware of their responsibilities with regard to data protection.
4. To enable children to learn the value of information and communication technologies in an age appropriate manner while ensuring appropriate safeguards are in place to block inappropriate materials

Pre-School E Safety Policy

1. Governance

- 1.1 The Pre-School e-safety co-ordinator is the Jigsaw manager who works in close co-operation with the deputy Manager who is the Designated Child Protection Officer to develop and review the e-safety policy and procedures
- 1.2. The E-safety policy is shared and agreed with staff and Jigsaw Management Group members
- 1.3 The E-safety policy is reviewed annually due to the fast moving nature of technological developments and staff will review and read the policy annually
- 1.4. The E-safety policy is shared with parents at the induction evening

2. Internet Use

- 2.1. The Pre-School has a duty to provide children with quality ICT experiences and their need to learn basic programming and use age appropriate computer programmes is part of the EYFS curriculum.
- 2.2 The Pre-School access to the internet is planned to enrich and extend their learning experience and expressly for pupil use.

2.3. The Pre-School currently has an interactive table within the setting that has internet connection and includes filtering systems appropriate for the age of the children. Settings are in place to only enable access to approved sites e.g. Cbeebies. These setting are only change once the Jigsaw Manager approves sites.

3. Managing Internet Access and Information system security

3.1. Computers and laptops

3.1.1 There are currently three computers used by Jigsaw Staff which contain confidential information with regard to children and the setting these are:

- Jigsaw Manager's laptop
- Jigsaw Deputy's laptop
- Jigsaw staff's laptop

3.1.2. These computers are connected to the internet via the Holy Trinity Church's internet connections.

3.1.3. All computers are password protected and stored overnight in a secured location. They have appropriate software protection that is updated regularly.

3.1.4. Staff are not permitted to use personal computers at home if related to confidential information where a child, parent or carer could be identified.

3.1.5. The security of the Pre-School's information systems will be reviewed regularly by the Pre-School Manager and the Jigsaw Management Group this includes reviewing

- Virus Protection that will be installed and updated regularly
- The Pre-School uses broadband with it's firewall and filters

3.2. Hudls

3.2.1. The Pre-School uses the 2Simple programme for uploading and storing information on children for their learning journeys as part of the requirements for the EYFS.

3.2.2. Handheld Hudls are used to record observations and pictures. These hudls are password protected to record the information and secured and stored in the setting at the end of the night

3.2.3. Hudls are not permitted to be taken off the premises except by the Manager and Deputy who use them for planning and tracking purposes

3.2.4. Hudls are allocated to 1-2 persons at a time.

3.3. E-mails

3.3.1. The Pre-School has a designated website and email addresses for professional correspondence which are password protected.

3.3.2. Parents are given this information when expressing an interest in the Pre-School, on registration, induction and any correspondence relating to the Pre-School.

3.3.3. The passwords are only known by the e-mail user and the system administrator and are not shared with any other person

3.3.4. E-mails containing any sensitive or confidential information are only sent through the designated Jigsaw e-mail accounts.

3.4. Personal E-mails

3.4.1. The Pre-School recognises that the Manager, deputy and Management Group will communicate via email outside working hours.

3.4.2. The Manager and Deputy will only use the setting's computer when the Preschool advises that personal computers are locked with a security password, and have spyware downloaded as a matter of course.

- The names of children should be kept to a minimum.
- Correspondence will be written in a polite, respectful and non-abusive manner, with an appropriate use of emoticons.
- Any abuse or breeches of confidentiality by any adults/ students associated with the preschool is strictly forbidden, and will not be tolerated.
- All suspected cases must be reported, the Preschool will record all incidents and act on them immediately.

3.5. Website

3.5.1. The contact details on the website should be the Pre-School address, e-mail and telephone number. Staff personal information will not be published

3.5.2. The Jigsaw Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

3.5.3. Pupil's images are only published if parental consent is gained and no children's names will be able to be accessed on the website

3.6. Storage of documents

3.6.1. Jigsaw Preschool recognises that personal computers are used to create documents for the Pre-School. However no document shall be stored or created that has any confidential information attached to it e.g. children's details, on personal computers

3.6.2. Personal data will be recorded, processed, transferred and disposed of in accordance with the Data Protection Act 1998.

3.7. Social Networking

3.7.1. Jigsaw Pre-School is not a member of any social networking site, but recognises that staff, students and parents may hold personal social networking accounts, and that situations may arise when staff and/or children may be discussed.

3.7.2. Any abuse or breeches of confidentiality by any adults/ students associated with the Preschool is strictly forbidden, and will not be tolerated. All suspected cases must be reported, the preschool will record all incidents and act on them immediately.

3.7.3. Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered gross misconduct and will result in instant dismissal.

3.7.4. Students on commencement of placement sign to say they will abide by our student policy and maintain confidentiality at all times. Any reported breach of this

agreement will result in immediate termination of their placement with the preschool, and notification to their educational establishment.

3.7.5. Parents are asked to sign a contract with the Pre-school as part of the registration process, which outlines their responsibilities with regard to use of images and social networking media, breaching of this agreement may result in their child losing their place at the setting

3.8 Use of cameras

3.8.1. Personal cameras belonging to staff are not permitted in the Pre-School

3.8.2. The preschool provides two authorised digital cameras for use by staff and three camera cards

3.8.3. Pictures may only be downloaded on one of the three Jigsaw laptops

3.8.4. Cameras and camera cards are locked away at the end of each session in the filing cabinet

3.8.6. The Jigsaw Manager is responsible for deleting digital images on a regular basis

3.8.7. Parental permission is sought before any photographs are taken of children, this informed consent includes information on how photographs are stored, and retrieved and may be used.

3.8.8. All staff are made aware of any parental photographic objections or restrictions.

3.8.9. Staff are permitted to take children's photographs to capture spontaneous moments to support the Early Years Foundation Stage or to share with parents, once consent is granted.

4.0. Professional photographers

4.1 The Pre-School uses Tempest photographers within the setting; this is by arrangement with the staff and Management Group.

4.2 All photographers have DBS clearance, are asked for their ID on admission to the preschool, and are not left alone with any of the children, at any time.

4.3 No photographs of children will be taken without parental consent, and all parents are asked whether they, or a named carer, will be present when photographs are taken.

5.0 Mobile phones

5.1 The Pre-School provides an authorised landline phone for professional use in the hall and office. Therefore mobile phones should not be used relating to Jigsaw business except in exceptional circumstances e.g enacting the lost child policy.

5.2 All personal mobiles are stored safely and securely in the Pre-School.

6.0 Staff mobile phones

6.1 Mobile phones are not permitted on the floor of the Pre-School

6.2 Mobiles are stored in the bags in the staff cupboard

6.3 Staff using personal mobile phones, do so at the discretion of the Manager or her deputy and they must be used off the floor outside the setting.

7.0 Parent/visitors mobile phones

7.1. Parents/visitors are requested not to use their mobiles within the preschool, both verbally and via posters. Safe storage of their phones is sought.


7.2 Visitor use of mobile phones, it is duly recorded by the preschool safeguarding officer or manager.

8.0 Handling e-safety complaints

8.1. Complaints of internet misuse will be dealt with by the Jigsaw Manager

8.2. Complaints about the Jigsaw manager must be referred to the CPLO or the Chair of the Jigsaw Management Group

8.3. Complaints of a child protection nature must be dealt with in accordance with the Pre-School safeguarding procedure.

Jigsaw Manager	
JMG	
Date	4 th May 2014
Date of Review	