

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Little Dragons Pre-School and Clubs

E-safety policy



Policy statement

At Little Dragons Pre- School we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, and that the potential risks involved should not be ignored. As an outstanding pre-school we have a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding, anti-bullying, and behaviour policies. This e-safety policy will be reviewed regularly in line with technological developments by pre-school management and committee. We refer to the ESCB policy of July 2015 where necessary.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning. 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. In line with other pre-school policies that protect pupils from other dangers, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of possible risks.

Through the following policy we endeavour to ensure e-safety is assured to all users of the preschool, whether child, parent or staff member. Our setting will work with children, parents and the community to ensure the rights and safety of children are paramount.

Key commitment 1

Little Dragons Pre-School is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Our aim is to protect and educate children and staff in their use of technology and we aim to put in place appropriate procedures to intervene and support an internet incident where appropriate. Therefore all staff including committee members has a responsibility for keeping Little Dragons Pre-school e-safe. The breadth of issues within this is considerable, but can be categorised into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material, for example personal information, violent/hateful content, pornographic or unwelcome sexual content, bias racist info, misleading information and or advice.
- Contact: being subjected to harmful online interaction with other users for example tracking, harvesting personal information, being bullied, harassed or stalked, being groomed, self-harm and any other unwelcome persuasions.
- Conduct: Personal online behaviour that increases the likelihood of or causes harm for example: downloading, terrorism, bullying or harassing another creating and uploading inappropriate material; sexting and or providing misleading information.

Procedures

- We ensure that all staff are trained to understand our e-safety policy and procedures and parents and visitors are made aware of them too.
- 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 pre-school environment.

- 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.
- Internet safety in the pre-school relies on staff, parents, carers and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones (PLEASE SEE MOBILE PHONE POLICY).
- It is the pre-school's responsibility to limit Internet access and to monitor the effectiveness within Little Dragons pre-school.
- Pre-school internet access will include appropriate filtering. Staff will guide children in all online activities that will support their teaching and learning.
- At no time shall a child be left without a member of staff present when working on a computer/laptop/'tablet'.
- The internet is also used in the pre-school office to support the professional work of staff, to allow effective planning and to enhance the pre-school's management information and business administration systems.
- The pre-school committee is overall responsible for systems support and will ensure that the appropriate filters are applied to the PCs in the pre-school and to the PCs/laptops in the office.
- The Deputy manager Karen-Anna Green will half termly review the sites accessed within pre-school.
- Staff will monitor the websites being used by the children during the pre-school day to ensure it is age appropriate.
- Staff will be responsible for ensuring that material accessed by children is suitable and for ensuring that the use of any Internet derived materials by staff and children complies with copyright law.
- Staff may use the pre-school Wi Fi during pre-school sessions in order to view additional websites with the children, for example to look at sites related to topics they have been discussing. Staff must ensure however that they logout immediately after viewing the sites to restrict access for the remainder of the pre-school session.
- If a member of staff uses the pre-school PCs for pre-school work, again they must ensure they logout immediately on completing the work to ensure access is restricted for the remainder of the pre-school session.
- If staff or pupils discover unsuitable sites have been accessed on the pre-school room computer/laptop/'tablet', they must be reported to the designated e-safety officer immediately so that the filters can be reviewed.
- The point of contact on Little Dragons website should be the pre-school address, pre-school email and telephone numbers. Staff or children's home information will not under any circumstances be published.
- Website photographs that include children will be selected carefully and pupils full names will not be used anywhere on the website, particularly in association with photographs. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the pre-school and parents/carers wishes are followed at all times.
- Little Dragons pre-school will ensure that all staff have an up-to-date knowledge of e-safety/safeguarding issues and are alert to the signs and symptoms of abuse, and they understand their professional duty to ensure safeguarding concerns are reported to the designated safeguarding person.

- Volunteers and students will not be allowed to work unsupervised on the pre-school computers/lap tops/'tablets' and or use the internet within the pre-school setting.

Key commitment 2

Little Dragons Pre-School is committed to responding promptly and appropriately to all incidents, allegations or concerns of any e-safety abuse that may occur and we will work with statutory agencies in accordance with any relevant safeguarding procedures.

- We are aware of other factors that affect children's vulnerability such as; sexual exploitation of children through internet abuse; and radicalisation.
- We will refer any such concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- All e-safety safeguarding issues will revert back to our safeguarding policies and procedures. (SEE SAFEGUARDING POLICY)

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We notify Ofsted of any incident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

Allegations against staff

- Should this occur please see our WHISTLE BLOWING POLICY.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse, see above.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - Inappropriate sharing of images.
- We also report any such alleged incidents to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO see bottom) to investigate.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.
- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring

Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Key commitment 3

We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep e-safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

Our designated person who co-ordinates e-safety issues is:

Manager & Deputy Manager

Our designated officer who oversees this work is:

Rob Lord (Chairman)

This policy was adopted by	Little Dragons Pre-School	<i>(name of provider)</i>
On	November 2017	<i>(date)</i>
Date to be reviewed	November 2018	<i>(date)</i>
Signed on behalf of the provider	Rob Lord	
Name of signatory		
Role of signatory (e.g. chair, director or owner)	Chairperson	

Legal framework

- www.ofsted.gov.uk/resources/
- **Ofsted Inspecting e-safety in schools**
- Keeping Children Safe in Education (2015)
- UK Council for Child Internet Safety (UKCCIS); <http://www.education.gov.uk/ukccis/>
- Child Exploitation and Online Protection Centre (CEOP); <http://ceop.police.uk/>
- UK Safer Internet Centre; <http://www.saferinternet.org.uk/>
- Childnet International; <http://www.childnet.com/>
- Parentzone; <http://www.theparentzone.co.uk/>
- NSPCC; www.internetmatters.org
- Net ware; www.net-ware.org.uk

Relevant telephone numbers:

- **Immediate Response Team 0845 603 7627**
- **LADO: 0300 139 797**
- **Ofsted:0300 123 1231**