

## E-SAFETY POLICY

At St Paul's, we recognise that technology has developed and continues to evolve, affecting all of our lives. Computers and other devices are used on a daily basis but we are aware that there is always a risk when using any form of communication which lies in the public domain. Therefore, our aim is to ensure all staff adopt safe practice in the use of the Internet to minimise such risk.

- Children have access to the nursery iPad. This ICT resource is used for children to engage with age appropriate educational programmes and as a learning tool.
- At times, staff may access the Internet for learning opportunities/themes/topics. This is a useful and necessary resource for Practitioners. The staff will always check the site before sharing with the children.
- Children must never be allowed on the internet without adult supervision.
- Staff are aware that Nursery ICT apparatus must not be used to access inappropriate material. Personal equipment containing inappropriate material must not be brought into the setting. Staff members found using the equipment inappropriately or having inappropriate content at the setting may face disciplinary action.
- If staff come upon an unsuitable site in a search for online resources, the site must be reported to the head.
- If the staff suspect misuse of IT, they have a duty to report to the Head or Chair of the committee. The manager and chair will discuss appropriate next steps, using safeguarding and Disciplinary Policy as a guide.
- All computers are locked when left unattended and password protected.
- We are in the process of getting an encrypted USB memory stick for data protection. When transferring data to multi-agencies, the setting uses egress (encrypted email)
- All computers are protected against virus by antiviral software.
- Photos may be shared electronically on our web-site or with the Church and Press, on occasion. This is only if the parent/carer has given permission and their full names will not be released (Facebook/Instagram).
- The Nursery is registered with the ICO
- Criminal online content is reported to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk) or CEOP at [www.ceop.police.uk/report-abuse](http://www.ceop.police.uk/report-abuse). Reports are confidential and can be submitted anonymously.

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St. Paul's Church Nursery School



**This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.**

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Review Date \_\_\_\_\_