



## **E safety Policy for Rydal Day Nursery**

The internet and other digital and information technologies are beneficial tools to all children's learning and we support the children in our care to be made aware of how to use these tools appropriately and safely. All staff working at Rydal Day Nursery are made fully aware of e-safety and how to use it safely with children. This e-safety policy will specify how Rydal Day Nursery will endeavour to ensure all children and staff benefit from the use of the internet and information technology and precaution are in place to safeguard them from it.

*Rydal has an appointed safety co-ordinator: Deputy Manager  
This e-safety policy and its implementation will be reviewed annually.*

### **! Why is Internet use important?**

The internet is part of everyday life and in education, it is important for children to develop this tool in their learning.

Many children will use the internet outside of nursery and need to learn how to keep safe on the internet.

### **! How can we safely use the internet to enhance learning?**

Internet access is planned to enrich and extend children's learning activities.

The access levels to the internet are reviewed to reflect the curriculum requirements and age of the pupils.

Staff will help guide the children in on-line activities that will support the learning outcomes for their age.

### **! How will pupils learn to evaluate Internet content?**

It is unfortunate that children will occasionally be confronted with inappropriate materials, despite all attempts at filtering the internet. The children will be taught what to do if they experience materials that they find inappropriate, distasteful, uncomfortable or threatening.

One way in which Rydal will try and secure the wellbeing of the children is to introduce Hector's world safety button.

## **Managing information systems**

**! How will information systems security be maintained?**

It is important to review the security of the whole system from user to internet, and to ensure that the children and information on the internet is secure.

The security of the nursery website is protected and overseen by the web designer. All photos are protected and permission has been granted from parents.

The e-safety co-ordinator also regularly checks the site to ensure all information is correct and no personal information is accessed on the site. All computers have virus and spyware protection installed and updated regularly.

**! How will e-mail be managed?**

E-mail is a useful way to communicate with parents about their child and current activities at the nursery.

Parent mail is used to inform parents on information and send out newsletters.

Login details are not shared with other members of staff to ensure confidentiality.

All emails sent to parents will be via Rydal Mail or Parent mail and never from a private/personal email address,

**! How will published content be managed?**

The contact details on the website will be the nursery address, email and telephone number. Staff or pupils information will not be published.

**! Can pupil's images or work be published?**

Permission is obtained from parents stating whether or not photographs of their child can be used on our nursery website.

Photographs are never accompanied by the child's name.

Named photos of staff are used with the permission of each member of staff; personal information about staff is not disclosed apart from name and qualifications.

**! How will social networking and personal publishing be managed?**

Many parents and staff are using social networking sites in today's society.

Staff are informed not to use social networking sites to discuss work matters.

Every member of staff is informed of how to secure their networking sites and photographs.

Parents must not display any photos taken during Rydal events and trips on a social networking site.

! **How will filtering be managed?**

Trying to filter sites on the internet is a very tricky task.

In the case of the children using the internet a member of staff will be present at all times to ensure they are accessing sites of suitable content.

Anything that appears unsuitable or offensive will be brought to the e-safety co-ordinators attention and if needed the children can access Hector to cover these images.

All sites that the pupils access will be age appropriate for the children and all internet access will be recorded so staff and parents can see what the children are accessing.

! **How will internet access be authorised?**

Parents are asked to sign our e-safety agreement before their child is allowed to use the internet.

All staff must read and sign the e-safety policy.

All staff will use and view the site before showing children.

Access to the internet is by adult demonstration with directly supervised access to specific, approved online material.

! **How will e-safety complaints be handled?**

Parents and staff are informed of how to make a complaint, which in this case will be to the e-safety coordinator/ manager.

The facts of the case will need to be established and determined whether the internet use was within or outside the nursery.

Where necessary the complaints policy and disciplinary procedures are followed.

! **How will e-safety be introduced to pupils?**

**Children are never left unsupervised on a computer that is connected to the internet**

The children are taught about Hector and how he will protect them if something comes on the screen that they do not like.

An adult will show the children how to work their way around a site that has been selected for them to work on.

**! How will the policy be discussed with staff?**

All staff are made aware of Rydal's e-safety policy and the importance of this policy.

All staff are to sign an e-safety agreement.

Staff will be made aware that internet usage during nursery opening times can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Staff are not to be friends with parents or carers on social chat rooms/facebook.

**! How will parents support be enlisted?**

Internet use within the children's homes is increasing rapidly within today's society. Unless parents are aware of the dangers, their child may have unrestricted access to the internet. The nursery may be able to help parents plan appropriate supervised use of the internet at home.

The parent's attention is drawn to the e-safety policy in newsletters and the nursery website.

Rydal will ensure children are safe from terrorist and extremist material when accessing the internet in nursery, including establishing appropriate levels of filtering.