

LITTLE SPONGES MONTESSORI

E-SAFETY POLICY

This policy is a guideline for the safe use of digital technology and gives practical advice to staff and volunteers in safeguarding children from the risks associated with digital technology as well as ensuring that staff protect themselves through safe and responsible working practices.

We support children in using a range of ICT resources, which may include CD players, tape recorders and programmable toys.

In order to promote safer use of ICT, Little Sponges safeguards the privacy of children when taking or recording of images. Written consent by the parent is given to take and/or display photographs.

It is not appropriate for adults to take photographs of children for their own personal use.

Only authorised equipment will be used to take photographs.

Access to inappropriate Images and Internet Use

Care is taken to ensure that safe and secure Internet access, appropriate for both adults and children, is made available. Little Sponges uses a secure web-based system to monitor and record the children's learning journey with a secure log-in system for Staff and for the Parent Site.

There are no circumstances that will justify adults possessing indecent images of children. Accessing, making and storing indecent images of children on the Internet are illegal. Adults who are involved in this activity will be viewed as a threat to children and will be subject to a criminal investigation that if proven will result in them being barred from working with children.

- Adults should not use equipment belonging to the setting to access pornography;
- Adults should ensure that children are not exposed to inappropriate images or websites. Appropriate controls are in place to prevent this, for example, through use of filters and personal passwords.

Where indecent images are found, this must be reported immediately to the Head of Little Sponges who will immediately alert the Police and/or the Local Authority Designated Officer (LADO).

Adults who discover such images should not attempt to investigate the matter themselves as this could compromise an investigation.

Communication

Staff should ensure that all communications are transparent and open to scrutiny. Email communication should be professional.

Use of Social Networking Sites

Staff should ensure that their personal use of social media does not conflict with their professional duties. Staff must observe confidentiality and not discuss work-related matters online or bring the Nursery into disrepute.

Policy for the Use of iPads – *See Policy for the Use of iPads*

Personal staff mobile phones or devices (e.g. iPads or iPhone) should not be used for any apps which record and store children's personal attainment or photographs. Only Little Sponges' issued and authorised devices may be used for such activities (iPads and iPhone).

Personal Data

Personal data is defined as any data that enables an individual to be identified including names, contact details, etc. Sensitive data, photographs and videos of children should not be stored on the Nursery's devices which leave the premises.

Mobile Telephones/Camera – *please see Mobile Telephones/Camera Policy.*