Leapfrogs Pre School and Out of School Club 14.

E- Safety - Using the internet responsibly and safely Policy

**Policy Statement**

At Leapfrogs we believe that children flourish best when they are offered opportunity to experience using different forms of media and technology which is aimed at their own personal developmental ability. We ensure that access to this technology is safe and protected.

**Aim**

We aim to teach children to use technology in a safe manner. We ensure the programmes that the children have access to are suitable for their development level and that we support their learning in this area.

This policy is drawn up to protect all parties – the children, the staff and the pre-school and aims to provide clear advice and guidance on how to minimise risks and how to deal with infringements

It is the duty of the pre-school to ensure that every child in their care is safe, and the same principles should apply to the virtual or digital world.

**Children, the internet and enhancing learning**

If Children access the internet it will be designed expressly for their use and will include filtering appropriate for their age.

The children will be given clear objectives for internet use set as age appropriate.

Children will be closely monitored when using the computer and the internet at all times, by supervising adults.

The children will be limited on the amount of time they spend accessing the computer.

**Evaluating internet content**

The pre-school will ensure that the use of internet derived tools and programmes by staff and the child complies with copyright law.

**Authorisation**

All staff will be required to read and sign the ‘Staff Code of Conduct for ICT and Social Networking before using any school ICT resource

**Assessing Risk**

Leapfrogs will take reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Leapfrogs cannot accept liability for material accessed, or any consequences of Internet access.

Leapfrogs will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate and effective.

Handling e-Safety complaints

* Complaints of ICT misuse will be dealt with by the committee and manager.
* Any complaint about staff mis-use will be referred to the committee and manager.

**Staff and the e-Safety policy**

All staff will be given the School e-Safety Policy and its importance explained.

Staff will always use a child friendly safe search engine when accessing the web with the children.

Staff do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

Staff ensure that all communication with parents, carers, staff and committee is compatible with their professional role.

Staff do not talk about their professional role in any capacity when using social media.

Staff do not put online any text, image, sound or video that could upset or offend anyone connected with your setting, member of the community or be incompatible with their role

Use Leapfrog’s ICT systems and resources for official business

Staff do not give out personal details, such as mobile phone numbers or emails to parents, children or carers and not disclose any passwords to ensure data is kept confidential and secure

Staff ensure that their online activity, both in work and outside, will not bring Leapfrogs or their professional role into disrepute

Ensure that images of staff/ children taken for professional purposes.

 It is staff’s duty to report any safety incident which may impact on their professionalism or on Leapfrogs.

**The legal framework for this work is:**

*Primary legislation*

The Children Act 1989

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004, 2006 (Every Child Matters)

Safeguarding Vulnerable Groups Act 2006

The Children (NI) Order

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Protection of Freedoms Act 2012

***Guidance***

Working Together to Safeguard Children (revised 2006)

The Framework for the Assessment of children in Need and Their Families (2000)

Statutory Framework for the Early Years Foundation Stage 2014

**For further safety support and guidance contact HSCB 01438 843350**

Policy adopted on: 20/03/14

Policy reviewed on: 03/09/14

Signed on behalf of the committee……………………………………………………………………………………

Name & role…………………………………………………………………………………………………………………

Date …………………………………………………………………………………………………………………………..