



ICT and Online Safety for children

Policy Statement

We have, through the online world, tremendous opportunities to learn, to be creative and to communicate with each other globally, through both work and play. It is therefore crucial to understand online safety, not only to give adults the knowledge to keep children safe, but also to help us equip children with the skills and resilience to recognise and address risk. This policy details how we intend to keep children safe when using ICT and the procedures for misuse. Employee conduct is outlined in our employee health and safety policy.

Definition of ICT

ICT encompasses a wide range of media applications and connecting methods, which are continually changing and advancing. These include:

- Computers and laptops – access to fixed and mobile internet, email, chat rooms, blogs, social networking sites, podcasts, instant messaging and location based technologies like Latitude and GPS;
- Wireless and Broadband access;
- Mobile phones with internet access, Bluetooth, cameras, videos, WiFi and more;
- Gaming – online and game consoles, such as the Wii or PSPs, many of which can interconnect with other devices;
- TV, Video broadcasting and music downloading;
- Digital cameras;
- Whiteboards.

Although ICT could include the use of digital cameras we have a separate policy for photography.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

The role of ICT in learning and development

Sir Jim Rose, in his review of primary education emphasises 'that used well, technology strongly develops the study and learning skills children need now and in the future including the fundamentals of e-safety'. By the end of the Early Years Foundation Stage children should be able to achieve the following:

- Find out about and identify the uses of every day technology and use information technology and programmable toys to support their learning;

To support this staff will encourage children to use a wide range of ICT resources including cameras, CD players, tape recorders and programmable toys, in addition to computers. Limited access will also be given to gaming systems from time to time.

Online safety

The term 'online safety' is to be used to encompass the safe use of all forms of information and communication technologies. The aim, through online safety, is to reasonably protect all uses of such technologies from potential and known risk. We allow children access to online technology within the Nursery, as prohibiting access will give children a false sense of security. The online world is to be part of our culture, and the fact that it is to include both benefit and risk must be recognised.

Identifying risk

Identifying the risks associated with online technology is key to ensuring children are safe. The potential risks include:

- Prolonged exposure to online technologies, particularly from an early age.
- Exposure to inappropriate content, images and languages
- Making, taking and distribution of indecent images and 'sexting'.
- Cyber bullying.
- Grooming.
- Physical, sexual and emotional abuse.
- Addiction to gambling and/or gaming.
- Pressure from media and targeted advertising.
- Theft and Fraud from activities such as phishing.
- Viruses, Trojans, Diallers, key loggers, spyware and other malware.
- Social pressure to maintain online networks via texting and social networking sites.
- Identity theft.

Vulnerable children

We recognise that there are certain children who may be more at risk when using ICT and online technology. We are particularly mindful of children who

- Have special educational needs
- Are looked after children
- Demonstrate social/emotional/behavioural needs
- Belong to ethnic minority groups
- Are at 'risk' in terms of safeguarding
- Feel or are socially isolated

We recognise that sometimes the most ICT capable children may be the most vulnerable due to a lack of social and communication skills. We are also aware that some children will find it difficult to report a problem.

Procedures for children's use of ICT

- Children are never left unsupervised whilst accessing ICT apparatus, but particularly in the case of devices which have online access. ICT apparatus is always sited in areas of high visibility within the Nursery, so that use can be monitored.
- We talk openly to children about ICT apparatus, what it does and what can be done with it, how to use it safely and the risks. We ensure that children know how to recognise and report any concerns.
- We follow rules for acceptable use of ICT. These are displayed above our computer and are referred to during activities involving ICT:
 - Websites can be fun, but always ask a grown-up before using one.
 - Emailing and messaging is good for chat, but talking to strangers is far from that.
 - Bullying is never right, even online it is wrong to fight.
 - It is always best to be polite, but don't talk to anyone who gives you a fright.
 - Sharing with friends is kind and good; but sharing on the web can be misunderstood.
 - Friends and family are who you know well; strangers are those you must not tell.
 - Using a nickname makes you clever, but sharing your real name isn't ever.
 - Never be afraid to say something is wrong, asking for help is a sign that you are strong.
- We put a time limit on the amount of time spent on the computer or gaming system to ensure we protect children against problems associated with the prolonged use of computers e.g. involving eyesight or addiction.
- We check our ICT equipment regularly and all relevant security systems are judged to be operational.
- We use the following control measures to manage and minimise the risk of online access:
 - Secure broadband or wireless access
 - A secure, filtered, managed internet services provider with passwords and/or learning platform.
 - Secure email accounts with passwords.
 - Regularly monitored and updated virus protection.
 - A secure password system which enables the computer to be locked if necessary.
- We only use appropriate programmes which are suitable for early years and that are age appropriate.
- Access to a range of age appropriate websites are enabled, but children are encouraged to be cautious about any information given to them by other users on such sites, and must recognise that not everyone is who they say they are.
- Access to social networking sites is restricted within the Nursery and children will only be permitted to use moderated child-focused sites under supervision.
- Children are encouraged to think carefully about the way information can be added and removed from websites by themselves or others.
- Children are taught to think carefully before placing images of themselves on such sites and to be aware of details, such as the Nursery logo, which could reveal personal and background information.
- Children are always reminded not to give out or post personal details on websites, particularly information which could identify them or provide information that would contribute to their personal profile. For example, full name, address, mobile/home telephone number, Nursery details, specific hobbies or interests.

Use of Games consoles

- We recognise that prolonged use of gaming consoles can lead to problems including addiction and brain inactivity and problems with eyesight so we only use these rarely within the Nursery.
- The children have access to games consoles on occasion including the Nintendo Wii and Wii Fit. Nintendo Ds consoles are sometimes provided to children who attend the after school club.
- Where games consoles are used, children are only allowed to use for short periods of time.
- The games children play are always age appropriate and promote team working and turn taking.
- Children are always monitored using these technologies and do not have access to online systems.

If parents are concerned about their child's use of games consoles please speak to the Nursery Manager. Parents have the right to request that their child does not participate in use of games consoles within the Nursery.

Television

- We recognise that prolonged television watching can lead to problems including addiction and brain inactivity so we only use these rarely within the Nursery.
- Children only watch television for short periods of time.
- Children are monitored whilst watching Television and are only allowed to watch Cbeebies. We have an up to date TV licence.
- We have a DVD player which may be used on rare occasions to watch educational DVDs.

Digital cameras

- Children may on occasion be given the opportunity to photograph each other and their surroundings using the digital cameras. This may take place within the Nursery or off premise to record an outing or visit.
- Children may also be given access to digital cameras within the Nursery to support their learning and development needs or to give us feedback about their likes and dislikes.
- Children are monitored during these activities at all times.
- We encourage acceptable use rules with children about the use of the digital cameras.
- The Nursery Manager is responsible for ensuring the acceptable and safe use of digital cameras by the children including the images collected. If a situation arises where a child has taken an inappropriate image, including photographs which shows friends or other children in a state of undress the Nursery Manager will inform the child's parents who will be advised to monitor their child's use of cameras within the home and social environment. The incident will also be recorded.

Partnership with parents

- Working with parents and carers is essential to help children recognise acceptable and unacceptable ICT and online behaviours. Parents and carers will be asked to sign the ICT and Online Safety Acceptable Use Agreement in order to promote this shared message.
- Parents are encouraged to contribute to the ICT and Online Safety Acceptable Use Agreement and are advised to give their child access to similar technologies at home.
- Parents are also asked to complete the Acceptable Use Agreement with their child.
- We are keen for parents to be involved in raising awareness of the risks associated with online safety, making suggestions about our policies and procedures.

Misuse of ICT

The Nursery's overall priority at all times is to ensure the safety of the children in our care. Should it be suspected at any stage that a child may have been or is considered to be subject to abuse, the Nursery's safeguarding and child protection procedures will be implemented with immediate effect. These procedures will also be followed should an allegation of abuse be made against any member of staff, volunteer or student. The safeguarding and child protection policy will take precedence over all others.

Procedures

- Should it be alleged that a member of staff has misused any ICT resource in an abusive, inappropriate or illegal manner the Nursery safeguarding and disciplinary procedures will apply.
- Should a child be found to inappropriately misuse ICT the following sanctions will be applied:
 - Step 1. A letter will be sent to the child's parent or carer outlining the issue. The child may be temporarily suspended from a particular activity.
 - Step 2. If there are further incidents of misuse the child will be suspended from using the internet or other relevant technology for an increased period of time. The parent/carer will be invited to discuss the incident in more detail with the Nursery Manager and the most appropriate action will be agreed.
 - Step 3. The sanctions for misuse can be escalated at any stage, should it be considered necessary. In the event that misuse is deemed to be of a serious nature, steps 1 and 2 can be omitted. If a child is considered to be at risk of significant harm, the safeguarding policy will be applied and allegations will be reported to the relevant authorities as set out in this policy.
- In the event that a child accidentally accesses inappropriate material, it must be reported to the Nursery Manager immediately. Appropriate action is taken to hide or minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further access.
- The 'Hectors World Safety Button' is available to children where online access is to be enabled. At a push of a button, the child's view of the screen will be obscured. The Nursery Manager will be alerted immediately and will take appropriate action. Should a child be considered to be subject to potential abuse, sexual requests or other inappropriate contact, the CEOP Report Abuse Button is to be used to make a report and further advice by sought under our safeguarding and child protection procedures.
- Where an incident has occurred the Nursery Manager will record the incident in our incident record book in accordance with our recording and reporting accidents and incidents. Where a child may be subject to abuse the Nursery's recording procedures set out in the safeguarding and child protection policy will be applied.
- The Nursery Manager will monitor incidents regularly and ensure necessary actions have been taken to increase security through our recording incidents procedure.
- Emerging technologies will be examined by the Nursery to determine potential learning and development opportunities. Their use will be risk assessed before consideration is given to enabling use by children. Where necessary, further training and guidance will be sought to ensure that new technologies are introduced safely into the Nursery.

Responsibilities

The Management Committee have overall legal responsibility for online safety, including the monitoring and review of all policies and procedures to make sure children are adequately safeguarded. This includes providing raising awareness and providing training for staff.

- The Management Committee have overall legal responsibility for ICT and online safety. The Nursery Manager will report to the Management Committee on a regular basis and make recommendations about how to improve our processes and procedures.
- The Nursery Manager, Chair Person of the Management Committee and Administrator have administration rights to all the computers and are responsible for monitoring staff and children's access to online applications.
- The Nursery Manager, Chair Person and Administrator will have the highest level of authorisation to computers. Access to staff members will be determined by the Nursery Manager. All members of staff will access computer systems with their own individual passwords and are not permitted to disclose their password unless required by the Nursery Manager or under the law.
- Members of staff which includes volunteers and students are required to sign a professional conduct agreement in relation to the use of ICT and online systems.
- Parents including members of the Management Committee are required to sign the ICT and online acceptable use agreement.
- Parents are required to go through the rules with their children and children sign the ICT and online acceptable use agreement on their own or a parent signs on their behalf.

Further guidance

- Kent County Council, Children, Families and Education, Schools and Settings e-safety policy guidance.
- www.policy.e-safety.org.uk for help with generating a policy.
- BECTA (Bringing Educational Creativity To All) www.becta.org.uk/safeguarding.php
- Safe search engine <http://search.bbc.co.uk/> or www.bbc.co.uk/cbeebies/find
- Safe email portal <http://portal.klz.org.uk>
- Kent County Council advice for setting up an email. Go to www.kenttrustweb.org.uk/kentict/kentict-ict-easymail.cfm

This policy was adopted on:

31 August 2011

Date to be reviewed by:

31 August 2012

Signed on behalf of the Management Committee:

Signatory Name:

Lisa Kennedy