E-Safety Policy

Introduction

The purpose of this policy is to outline the responsibilities of Coalway Early Years' staff and committee members using social networking websites in both a professional and personal capacity. Coalway Early Years recognises that many employees use the internet for personal purposes and that many employees participate in social networking.

For the purposes of this policy, social media includes the following:

• Blogs (e.g. Wordpress, Tumblr, Blogger)

• Micro-blogging (e.g. Twitter)

• Forums (e.g. Foundation Years)

• Networks (e.g. Facebook, Ning, LinkedIn)

• File-sharing sites (e.g, YouTube, Flickr)

However, new social media sites are being created and updated all the time, so this list will not be, or remain, exhaustive.

2. Other Relevant Policies

This policy should not be taken in isolation. Coalway Early Years staff and committee members need to know and adhere to the Safeguarding Policy, Acceptable Use of Mobile Phones, Smart Watches and Social Networking Policy, Camera, Mobile Phone and Recording Device policy, Safe Recruitment of Staff Policy, and Data Protection policies in particular when using social media in reference to Coalway Early Years.

3. Personal & Professional conduct

Coalway Early Years respects staff and committee member's right to a private life. However, Coalway Early Years must also ensure that confidentiality and its reputation are protected. It therefore requires staff and committee members using social networking websites in either a personal or professional capacity to:

• Ensure that they do not conduct themselves in a way that is detrimental to Coalway Early Years; Staff and committee members should always express ideas and opinions in a respectful manner. Posts, comments and tweets should always remain calm, professional, and polite. Points should be expressed in a clear logical way. If employees or committee members encounter a situation while using social media that threaten to become antagonistic, they should disengage from the dialogue and seek advice from a manager.

 • Be sensitive and thoughtful about linking to content. Redirecting to another site may imply endorsement of its content that may not be appropriate.

• Do not denigrate or insult others, including competitors. Staff and committee members should be aware of the effect their actions may have on their images, as well as Coalway Early Years' image. The information that you post or publish may be public information for a long time.

Staff and committee members should be aware that Coalway Early Years may observe content and information made available by employees and committee members through social media. Employees and committee members should use their best judgement in posting material that is neither inappropriate nor harmful to Coalway Early Years, its employees, or clients.

• Do not include Coalway Early Years' logos or branding in personal blogs or postings.

• Using social media in a personal capacity is not completely separate from your working life – if you hear something that needs to be fed back in a professional capacity then ensure this is done so. For example, if you come across posts questioning a fundraising event, pass this on so that up to date information can be posted in the relevant place.

• Staff should not accept friend requests from parents on social networking websites, nor should they request to be friends with a parent. In the situation where staff are already friends on a social networking website with a parent prior to their child starting at playgroup, Coalway Early Years understands that staff will remain friends with that parent, however, in no circumstances should playgroup, the children, the staff or any other business matters be discussed or commented on over social networking websites.

 • Staff and committee members should not disclose personal information or data about any individual that could breach the Data Protection Act 1998 and Coalway Early Years Confidentiality Policy.

• Social media use shouldn't interfere with staff or committee member's responsibilities at Coalway Early Years. Coalway Early Years computer systems are to be used for business purposes only. When using Coalway Early Years computer systems, use of social media for business purposes is allowed (e.g. facebook and Twitter) but personal use of social media networks or personal blogging of online content is discouraged and could lead to disciplinary action.

• It is highly recommended that staff and committee members keep Coalway Early Years related social media accounts separate from personal account, if practical.

• Report any concerns they have to their Manager about information disclosed on social networking/internet sites. Please be aware that any breach of this is policy could result in disciplinary action including dismissal.

4. Acceptable Use of ICT

Coalway Early Years aims to ensure that committee members, staff and children will benefit from the technologies offered in a safe and effective manner. Coalway Early Years employs a number of strategies in order to maximise the opportunities offered by technology and to reduce the risks associated with the use of internet and mobile technologies.

"It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school and college approach to online safety empowers a school or college to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

124. The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

• content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

• contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.

• conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and

• commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (https://apwg.org/).

125. Schools and colleges should ensure online safety is a running and interrelated theme whilst devising and implementing policies and procedures. This will include considering how online safety is reflected as required in all relevant policies and considering online safety whilst planning the curriculum, any teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement." (DfE, KCSIE, 2021)

 The strategies Coalway Early Years follow are:

• Children will always be supervised when they are accessing the internet.

• Children will only search the internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material.

• In the case of accidental accessing of inappropriate materials adults will remove the iPad from the child/children's view and will report the incident immediately to the Chair/Manager.

• Firewall and filtering software is in place in order to minimise the risk of exposure to inappropriate material.

• Uploading and downloading of non-approved software will not be permitted.

• Virus protection software is used and updated on a regular basis.

• The use of the Internet and mobile technologies will be used for educational purposes, and the good of the organisation, only.

• Coalway Early Years website will be regularly checked to ensure that there is no content that compromises the safety of children or staff.

• Coalway Early Years will endeavour to use digital images or videos focusing on group activities or children's work. Content focusing on individual children, or where children's faces are identifiable, will only be published on Coalway Early Years website with written parental permission.

• Coalway Early Years website will avoid publishing the first name and last name of individuals in any image.

• Coalway Early Years will not use children's names in image files if published on the web.

• Care must be taken that any links to external sites from Coalway Early Years website are appropriate and safe.

5. Security and identity theft

• Staff and committee members are free to set up personal blogs on the internet, and have social media networking accounts, provided that they do not breach the law; disclose any of Coalway Early Years confidential information; breach copyright; defame the company or its suppliers, customers or employees; bring the organisation into disrepute; or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

• Under the provision of the Copyright, Designs and Patents Act (1998), the copyright of any material (whether written, graphic or in any other medium) which is created by you in the course of your employment with Coalway Early Years is the property of Coalway Early Years.

• Staff and committee members should be aware that social networking websites are a public forum. Employees and committee members should not assume that their entries on any website will remain private. Online postings and conversations are not private. Realise that what you post will be around for a long time, and could be shared by others.

• Staff and committee members must also be security conscious and should take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords. Similarly, 'tweeting' real time events may alert someone to the fact you are not home. So, be careful when sharing information about yourself and others.

• Staff and committee members should heed security warnings and pop ups. There is a reason your security software provides warnings alerting you to potential issues with attached documents, content or downloads. Never allow or say 'yes' to such actions unless you know they are safe.

• Staff and committee members should report anything to the Chair/Manager where the above has been breached by any other person, including ex-employees.

6. Monitoring

Coalway Early Years reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any staff and committee member communication in these systems. This process is in place to maintain the integrity of Coalway Early Years electronic systems, the rights of other users, and to ensure compliance with Coalway Early Years policies and obligations.

7. Recruitment

At no stage during the recruitment process will the managers or leaders conduct searches on prospective employees on social networking websites. This is in line with Coalway Early Years Inclusion and Equal Opportunities Policy.

8. Conclusion

Social media continues to grow rapidly. The ability to engage online is an important part of Insert setting name marketing and brand strategy. Following these policy guidelines will help ensure we reach our aims whilst safeguarding staff and committee member's personal privacy. Please be aware that any breach of this is policy could result in disciplinary action including dismissal.

This policy was adopted on	Signed (nursery manager)	
	Signed (Chair or Committee)	
Date for review		**Date for review**	
Date for review		**Date for review**	