



# E-Safety Policy

The principles governing how Buckden Pre-School Playgroup will use technology to deliver its learning outcomes and safeguard children.

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## Definitions

“The Setting”	Buckden Pre-School Playgroup
“Blog”	Short for ‘weblog’. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience.
“Social network site”	A website, which allows individuals to construct a public or semi-public online profile and to connect with others who share similar interests and views.
“Tapestry”	An online journal recording all the learning of children's early years education.
“Wireless network”	The Village Hall provided wireless network, a separate SSID exclusively for the Setting which is encrypted separately and protected by a different password to the other Village Hall networks.
“Manager”	Where relevant, if the Setting Manager is not present, then this may also refer to the Deputy Manager.

## Parents and Carers

We ask all parents and carers to read and agree to be guided by this section of the policy to safeguard children and support the Playgroup in its learning role. If you have any questions or concerns about any part of this policy please contact the Setting Manager. Failure to follow the guidance in this section of the policy may result in the Playgroup taking action up to and including exclusion of parents, carers or children, or imposition of financial penalties where the Playgroup suffers from financial loss as a result of parents or carers actions.

### Social Networking Sites

Buckden Pre-School Playgroup is aware that some parents may use the internet for personal purposes, and may participate in social networking sites, such as Facebook. A Social Networking and Blog Policy is in place at this Setting for all staff, volunteers and students. Parent helpers are asked to have regard for this policy and follow its guidance. Please note that for personal privacy, staff are discouraged from linking with parents on their personal social network accounts.

Buckden Pre-School Playgroup is committed to working with parents and is always looking to improve its practice. If anyone has complaints/concerns about any policies or member of staff we ask that they are raised with the Manager or Chair of the Committee; a copy of the Complaints Procedure<sup>i</sup> can be found on the noticeboard and on the website. We welcome suggestions and comments, and we hope all issues and complaints can be resolved in a positive manner. We would be disappointed if Facebook was used to make comments which disparage any member of staff in his/her professional capacity or exposed them to ridicule. This matter would be taken seriously and may be referred to the police.

### Use of mobile phones, cameras or other recording equipment

Buckden Pre-School Playgroup recognises that visitors may wish to have their personal mobile phones with them in case of emergency. However, safeguarding of children within the Setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the Setting management has implemented the following policy;

- Mobile phones and cameras may not be used on site
- When in the Setting for volunteering, for a meeting or to review a child's learning journey parents and carers should surrender their mobile to the Setting Manager for safekeeping in the designated, locked box and retrieve it when leaving the Setting
- The Setting's main telephone number can be used for emergencies
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the Setting Manager to use their mobile phone
- Photos of children must not be taken without prior discussion with the Setting Manager and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the Settings document 'Guidance for Settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998'<sup>ii</sup>).
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offense, the 'Allegations of Abuse'<sup>iii</sup> process (a flowchart of this is on the noticeboard) will be followed (please refer to the Setting's 'Safeguarding and Child Protection Policy'<sup>iv</sup>)
- Visitors remain responsible for their own property and will bear the responsibility of any losses

## Tapestry

The Tapestry system is a safe and secure online Learning Journal tool. Each parent is given an account to allow them to view the record of their child, and provides access only to their child.

### Physical security

- Hosted on dedicated servers in a high security data centre in the UK (just north of London). Knowing that the data (and backups) are not stored in other jurisdictions means that we can be confident that all data is governed by UK law.
- These servers are backed up four times daily, to an off-site datacentre 20 miles from our main datacentre, so that in the event of a major disaster, recovery of entire servers is still possible within a couple of hours.
- The servers are proactively managed 24 hours a day, including regular updates and patches for security vulnerabilities.
- Additionally our servers conform to very high environmental standards, being audited and certified to ISO 14001 (Environment Management) standards.

### Application Security

- The Tapestry accounts and code are held on a secure server (https and the padlock on the address bar) as is usual for sites requiring extra security.
- Each Tapestry account has its own database - a Setting's information is not held in a larger database with other accounts.
- The code itself is developed using hack resistant techniques such as CSRF (Cross Site Request Forgery) protection via form keys, and input fields checked and stripped for XSS (Cross Site Scripting) data and characters
- Filenames are encoded for uploaded photos, video and images
- Log in passwords are never stored but are instead salted and then hashed
- The framework is well tested and developed by a programmer experienced in the field of web applications subject to hacking attempts

### Parents should remember

- Your credentials are your responsibility, you should not share them with anyone, including your partner. Each parent can have their own account associated with their personal email address.
- We strongly recommend you do not re-use the password from your Tapestry account on any other account, as doing so risks exposing your child's learning record to unauthorised access.
- We would not recommend accessing your Tapestry account over free wireless networks, as doing so risks your credentials being exposed.
- For more details see the "Tapestry Privacy, Security and Back-up Policy" and "Tapestry Terms and Conditions" accessible from the Early Years Foundation Stage website (<http://eyfs.info>) via the Setting Manager.
- Access to your child's Tapestry account may be given to your child's future pre-school teacher, or to another childcare provider caring for your child, but alongside confidentiality and data protection, will only be provided with your consent.
- For security and management, each child's Tapestry account will be closed and deleted upon leaving Buckden Pre-School Playgroup; you will be informed of when this date will be.

## Staff, volunteers and students

All staff, volunteers and students should read this policy, and review it periodically (ideally annually after the review date).

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and/or criminal investigations.

### Use of staff mobile phones, cameras and other recording equipment

Buckden Pre-School Playgroup recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within the Setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the Setting Manager has implemented the following policy;

- Personal mobile phones and cameras should only be used outside of working hours and never whilst any children are at the Setting
- Personal mobile phones and cameras should be stored away in the designated box.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Manager or employer to use their mobile phone.
- If a staff member, student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile phone on the Setting premises without permission may face disciplinary action.
- The Setting's main telephone number can be used for emergencies by staff, volunteers, or by people who would need to contact them.
- In circumstances such as outings and off-site visits, staff will agree with their Manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse<sup>iii</sup>' process will be followed (please refer to the Setting's 'Safeguarding and Child Protection policy<sup>iv</sup>').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses

### Use of the Setting's mobile phones, cameras and other recording equipment

Buckden Pre-School Playgroup provides a mobile phone and camera for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies;

- Only the camera and recording equipment belonging to the Setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of the Setting's events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the Setting's document 'Guidance for Settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998')
- Cameras and recording equipment should only be used where two or more staff members are present.

- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The 'Logging Concern Form and Body Map'<sup>v</sup> must be used to record factual observations.
- The Setting's mobile phone must only be used for work related matters.
- In circumstances where there is suspicion that the material on the Setting's mobile phone or camera may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse'<sup>iii</sup> process will be followed (please refer to the Setting's 'Safeguarding and Child Protection policy'<sup>iv</sup>).
- The Setting's mobile phone and camera remains the property of the Setting at all times and should not be taken off the premises (with the exception of visits and outings).

### Use of the Setting's Hudl tablets

The Setting provides Hudl tablets which are not removed from the setting, for two distinct and separate functions. Each Hudl has two password protected accounts, one administrator account, the other profile is for the user, as follows:

- The Hudl used by the children. This tablet is password protected, and children can only use it once it has been unlocked by a member of staff, to play games to support their learning and development. This Hudl will not be connected to the internet at the setting, and the applications used by the children have all been pre-approved for use by a member of staff. If it is necessary to update the Hudl via over-the-air software updates to fix a problem which would otherwise prevent effective use by the children then this should be done on a private wireless network away from the setting, to prevent accidental connection to wireless at the setting whilst children are using the tablet.
- The three Hudl's used by staff. These will be connected to the Setting's wireless connection in order to upload information to the Tapestry site either via the app or through the main website. These will also be password protected with two accounts; staff and admin. These are set to 'under 13s suitability' via the Hudl's own profile settings and Google Safe Search. They will not be used to access personal email, social networking or other websites not directly related to the purpose of the Setting.

### Use of the Setting's Laptop and Desktop Computers

#### Laptop

The laptop is used only by the Setting Manager. The Setting Manager uses Nursery Manager (<http://www.instantnurserymanager.co.uk>), email, Facebook (for the purposes of the Setting's social media presence), website updates and other administration tasks.

#### Desktop Computer

This is used by the children to play games. It has no access to the internet but is linked to the printer/photocopier and is used for that purpose by staff.

#### E-mail

The setting has a designated email address: [buckdenpreschool@yahoo.co.uk](mailto:buckdenpreschool@yahoo.co.uk) and email is checked by the Setting Manager using the laptop.

#### USB Storage

Electronic items that need to be printed are put on a USB drive and printed using the desktop computer. Any personal or sensitive data or photos are saved to print and then deleted.

## Tapestry

Staff access to Tapestry is granted by the Setting Manager. Staff each have their own login and password to enable them to upload observations via the Hudl tablets. No observations are published without first being reviewed for suitability by the Setting Manager.

The Hudl tablets remain on site, but staff may wish to update Tapestry from home outside pre-school hours in order to complete observations, but in order to do this they must adhere to the following guidelines:

- Tapestry must not be accessed from a public computer/device
- The personal devices used must be pin or password protected and lock after a number of attempts
- Staff must not check the 'remember me' box on any devices used outside the Setting (this includes personal and public devices)
- Tapestry also has a timeout function online

In addition to the above controls, all staff have the following:

- DBS (Disclosure and Barring Service) check
- DBA (Disqualification by Association) confirmation
- Regular supervision with the manager to ascertain any changes to affect either of the above

## Social Networking and Blog Policy

### Introduction

Buckden Pre-School Playgroup recognises that some employees may use the internet for personal purposes and may participate in social networking on sites such as Facebook. Employees must be sure they do not breach the law or disclose any confidential information about the Setting, children or families. This policy outlines the Setting's approach to social networking and the use of blogs. It details the ground rules for employees, who should ensure that the content of their blogs/social networking sites does not bring the Setting into disrepute or breach their obligations under the Setting's Code of Conduct. This policy applies to all Setting employees, volunteers and students.

### Ground rules for employees

Employees must not access personal blogs/social networking sites on work premises or use the Setting's internet systems or email address for their own use, without prior agreement or in accordance with the Setting's policy. For personal privacy, staff are discouraged from linking with or accepting links from parents through personal social media accounts.

The Setting does not condone employees writing about their work on social networking sites or web pages. If employees chose to do so they are expected to follow the rules below.

Staff must not;

- Disclose any information which is confidential to the Setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act
- Disclose the name of the Setting or allow it to be identified by any details at all. This includes posting photos of children and young people, the premises or events with work colleagues.

- Link their own blogs/personal web pages to the Setting's website
- Make defamatory remarks about the Setting, colleagues or service users
- Misrepresent the Setting by posting false or inaccurate statements

Communication with children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

### Monitoring

While the Setting does not monitor employees through social networking sites or the internet if there were concerns with regard to the activities of a member of staff or an investigation was taking place then the Setting would consider accessing social media sites. This covers both private and professional use of social media (Buckden Pre-School Playgroup).

Remember that anything posted online could end up in the public domain to be read by children, parents or even future employers – so be careful what you post and who you post it to. For example, posting explicit pictures of yourself could damage your reputation and that of your profession or organisation. Parents and employers may also question your suitability to care for children.

### Wireless Network Acceptable Use Policy

The Setting's wireless network is a separate instance (SSID) which has its own password, is encrypted separately from the other Village Hall wireless network traffic, and is only for use by the Setting's staff to support the learning and development of the children, as follows;

- Access to the Setting's network will only be granted to employees of the Setting (by providing them with the password)
- The password will not be shared by anyone without explicit permission of the Setting Manager
- Only Setting provided smartphones, tablets or laptops can be connected to the wireless network
- Only staff will use the Setting provided smartphones, tablets or laptops on the wireless network, and only to support the learning aims of the Setting
- Staff will not connect personal smartphones, tablets or laptops to the wireless network, or use devices provided by the Setting for personal use (e.g. updating a personal social networking site).
- If wireless access is required, staff should use the open wireless provided by Buckden Village Hall (BVH) for personal devices. The Setting's devices must not be connected to the open network provided for public access (BVH).

**Parents should read the section entitled “Parents and Carers” pages 3 & 4.**

**Staff, Volunteers and Students should read the section entitled “Staff, volunteers and students” from page 5 onwards.**

This policy was adopted by \_\_\_\_\_ (name of provider)

On \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner)  
\_\_\_\_\_

**This policy will be reviewed annually.**

\_\_\_\_\_

The following documents are referred to in this policy:

<sup>i</sup> Complaints Procedure / Making a Complaint

<http://www.buckdenpreschool.co.uk/documents//Policies/2014%20List%20of%20Policies/Making%20a%20complaint.pdf>

<sup>ii</sup> Guidance for Settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998

<sup>iii</sup> Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting – flowchart on noticeboard

<sup>iv</sup> Safeguarding and Child Protection Policy

<http://www.buckdenpreschool.co.uk/documents//Policies/2014%20List%20of%20Policies/Safeguarding.pdf>

<sup>v</sup> Logging Concern Form and Body Map – paper copies of these can be found around the Setting for discrete completion.