

Hoole Enterprise Trust – Time for You (HETTY)

Online Safety Policy

Statement

HETTY Preschool has a commitment to keeping children and staff safe and healthy and the Online safety policy operates at all times under the umbrella of the Safeguarding Policy. The Online Safety Policy is the implementation of the Safeguarding Policy in relation to electronic communications of all types.

Aim

To ensure the safe use of technology to enhance the work of the preschool, holiday club and after school club and to provide a working knowledge of technology in a fun and stimulating way.

The 4 key categories of risk:

Our approach to online safety is based on addressing the following categories of risk:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism

Contact – being subjected to harmful online interaction with other users, such as 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, such as 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 scam

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Teaching and Learning

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning.

The purpose of Internet use in the setting is to enrich our children's learning experiences and to enable them to learn about how to interact with technology in a safe and educational way. The Internet helps to support the professional work of staff and enhance the school's management of information and business administration.

Internet services will be provided by BT.

Why internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. HETTY has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the EYFS and statutory curriculum and a necessary tool for staff and pupils.

How Internet use benefits education

- Access to world wide educational resources including museums and galleries.
- Access to experts in many fields for pupils and staff.
- Collaboration across support services and professional associations.
- Exchange of curriculum and administrative data with the Local Authority.

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Internet use will enhance learning

- The Internet access will be designed expressly for pupil use and will include filtering managed by BT appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use and associated technologies so they understand the dangers and can make informed decisions both in and out of school.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Internet access will be planned to enrich and extend learning activities across the curriculum.

Pupils will be taught how to evaluate Internet content

- The setting will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to search safely and effectively online using child friendly search engines such as www.safesearchkids.com or <https://swiggle.org.uk>
- As the children reach upper KS2, as part of their school curriculum they will be taught of the potential dangers of using other search engines e.g. www.google.co.uk, how to ensure that they access suitable materials, and what to do if they find something inappropriate. At HETTY google use is always supervised.
- Pupils will be taught the procedure of what to do if links to inappropriate web content occurs. Pupils should part-close the lid of their laptop/ turn iPad over, then tell the staff member/supervisor, who will record the URL address, time, date and content. This must be reported to Dan Woolley from Seven 11 Systems. Printed signs are available for the children to see, this reminds them what to do if they see anything they think may be inappropriate.

Staff will send out information to parents/carers regarding safe internet use for children which contains details of the following:

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- The dangers of uploading material onto social networking sites. Pupils will be advised to be cautious of visiting sites recommended by friends if in doubt about the website's content. Social media sites are not accessible on school iPad.

Managing Internet Access

- HETTY shares School ICT systems. Capacity and security will be reviewed regularly.
- Virus Protection will be updated regularly.
- Security strategies will be discussed with school ICT support: Dan Woolley from Seven 11 Systems.

Digital Images

- Children should use the child friendly digital camera/iPad and any photographs will be downloaded or deleted at the end of each session if not being used for future use.
- Staff must only use the setting's own digital camera/iPad or mobile phone to take any photographs and these must be downloaded or deleted at the end of every term unless they are kept on file for display use.
- Staff cannot use any other digital device to take photographs in the setting unless a risk assessment is in place.
- Parent's or Carer's permission will be obtained for all images taken.
- In HETTY pre-school video footage may be recorded of the children engaging in learning opportunities in order to evidence learning and development milestones on Evidence Me.
- In wraparound care, Video footage will not be taken of the children unless for a specific learning opportunity or event, in which case a member of staff will take it officially and parents written permission will be obtained prior to footage being filmed.
- We also make the request of visitors that they take no unauthorised photographs of their child or other children. When permission is given, these are under strict conditions of publishing their own children on social media not other children or staff.

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E-Mail / Online messages (Children's use)

- At School, Pupils may only use approved e-mail accounts set up by their class teacher as part of their learning and will only contact users stated by their teacher. Children should not access their email accounts at HETTY. Children know what procedure to follow if they receive an inappropriate message on their school email account.

E-Mail / Online messages (Staff use)

- School email accounts should only be used for reasons related to school.
- The forwarding of chain letters is not permitted.
- Staff must use BCC function when sending emails to multiple addresses to avoid giving away personal data of others without their consent.

Staff working from home

- Staff are permitted to access their work emails from home for work related matters only.
- Staff working from home must ensure not confidential information is shared with any other parties in their household.
- Staff must ensure electronic devices used to access work materials are securely kept when not in use and that accounts are locked and password protected
- Staff are not permitted to share their personal login details with any other parties
- Memory sticks used by staff must be password protected and encrypted

Published content and the HETTY website

- The contact details on the school website should be HETTY address, email and telephone number. Staff or pupils' personal information should not be published.
- The HETTY Teacher Su Chester will take overall editorial responsibility and ensure that content is accurate and appropriate in line with our policies.

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Publishing pupil's images and work

- Written permission from parents or carers will be obtained before photographs or videos of pupils are published on the HETTY Preschool website. Staff need to ensure that they are aware of the photographing / recording permissions of the children in the setting. This information is displayed in the Staff room.
- Pupils' full names will not be used anywhere on the HETTY website, particularly in associations with photographs.
- Photographs of the children can be uploaded onto the gallery area of the HETTY website only with parental consent.
- Photographs and videos that include pupils will be selected carefully to ensure they are appropriate for publishing and that permissions are given.

Social networking and personal publishing

- BT Schools filtering service will block inappropriate social networking sites.
- Pupils will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils and parents will be advised of the dangers of social networking sites which children may access outside school. There is useful information regarding this for parents on HOOLE CE Primary School's website in the 'Staying Safe' section.
- HETTY staff are aware that bullying can take place through social networking. Any instances of cyber-bullying will be dealt with as according to HETTY's anti-bullying policy outlined within our behaviour management policy.
- Staff should not become 'friends' **with pupils** on social networking sites or 'follow' pupils, for example on Instagram, Twitter, Facebook, TikTok or any other social media platform.
- If their only connection is through pupils attending HETTY, Staff should not become 'friends' **with parents/carers** on social networking sites or 'follow' staff on Instagram, Twitter, Facebook, TikTok or any other social media platform.
- Staff should be aware that if they post on Twitter, their 'tweets' can be viewed by anybody, there are no security settings. This is similar on Instagram. The 'tweets' and posts

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should therefore not bring their professional role into disrepute.

- Staff should also be aware of implications and risks of using instant messaging services, such as Snapchat, and that they should make informed decisions when using the application.
- staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with.

Managing Filtering

- Filtering is coordinated through the internet service provider: BT. Any inappropriate websites will be reported to Dan Woolley from Seven 11 Systems who will raise the matter with BT.

Mobile phones

- Emerging technologies will be examined for educational benefit before use in HETTY is allowed.
- Mobile telephones will not be used during HETTY Preschool, holiday club and/or after school club. Staff may carry a personal mobile phone in their pocket when going on outings for emergency use only. Other use is not permitted.
- The sending of abusive or inappropriate text messages is forbidden.
- Only Year 5/6 pupils will be allowed to bring a mobile phone to school. The children will be reminded that they should only bring a mobile phone to school if it is absolutely necessary e.g. they are walking home from school alone.
- If a pupil brings a mobile phone to school, it must be switched off the moment that they are on the school premises, and remain switched off during school hours until they are off the school premises.
- If a child attending after school club brings a phone into the setting it should be handed to a member of staff for safe keeping until the child is collected.
- Staff are not permitted to use their mobile phones in the presence of children. If they need to use their mobile phone during break times, they must use it in the staffroom.

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- Staff will be issued with a HETTY phone for educational visits where contact with only the setting, and other members of staff on the trip, during class visits is necessary.
- Children are not permitted to bring in electronic devices from home as the risk of accessing unregulated and harmful content is high. Children are permitted to use HETTY iPad, interactive whiteboard and laptop when supervised by staff.
- Children and staff are not permitted to wear smart watches that are able to take photographs or videos whilst on the premises.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Parents will be informed that pupils will have supervised Internet access and therefore be asked to sign and return a consent form as part of the HETTY application pack.

Assessing Risks

- Children will be supervised at all times when accessing the Internet and HETTY will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a HETTY computer. HETTY cannot accept liability for the material accessed, or any consequence of Internet access.
- Parents will be informed if a child accesses inappropriate content at HETTY and an incident report will be logged in the safeguarding file.
- HETTY's Safeguarding lead will audit ICT provision to establish if the Online safety policy is adequate and that its implementation is effective, twice a year.

Handling e-safety complaints

- Complaints of any Internet misuse and/or cyber bullying will be logged on CPOMS and dealt with by a senior member of staff.

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- Any complaint about staff misuse must be referred to the HETTY manager, in accordance with the Complaints Policy.
- Complaints of a child protection nature must be dealt with in accordance with HETTY child protection procedures.
- Parent/carers will be informed of the complaint's procedure.
- If the child has breached the acceptable use agreement of the Internet, their parents will be informed.
- In the event of a reported e-safety risk the HETTY manager and Safeguarding lead will follow appropriate procedures as laid out in The Child Protection Policy.

Introducing the Online safety policy to pupils

- Online safety rules will be discussed with the pupils at the start of each sessions where the computers, Ipad's and interactive screen are to be used. Procedures for reporting harmful content posters are clear and visible to staff and pupils.
- Instruction in being responsible and safe use for pupils will precede Internet access.
- Pupils will be informed that network and Internet use will be monitored.

Cheshire West area E-safety / Police Liaison Officer	amie.hough@cheshire.pnn.police.uk
E-safety materials and links	www.thinkuknow.co.uk www.ceop.police.uk www.net-aware.org.uk www.childnet.com/resources/kia/know-it-all-forprimary https://360safe.org.uk
Curriculum e-safety advice	https://www.saferinternet.org.uk/advice-centre/teachersand-school-staff/curriculum-planning
School ICT help	Dan Woolly dan@7eleven systems.co.uk
ICT filter	BT

**This policy was adopted at a meeting of
HETTY Preschool Staff & Trustees**

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