**E-safety – Acceptable Use Policy**

**This policy is to be used in conjunction with our ‘E-safety – Internet Policy’**

The policy applies to all employees, volunteers, students and committee members at Mayfield Preschool. We ensure that visitors are made aware of the expectations that technologies and the internet are used safely and appropriately.

**Policy statement**

The purpose of the Acceptable Use Policy is to clearly identify for the whole setting community:

* The steps taken to ensure the E-safety of children when using the internet and online technologies.
* The setting’s expectations for the behaviour of all users whilst accessing the internet or online technologies within and beyond the setting.
* The setting’s expectations for the behaviour of staff when accessing and using data while in the setting and home.

**Legal Background**

All adults who come into the contact with children in their work have a duty of care to safeguard and promote their welfare. The legal obligations and safeguarding duties of all early years, employees, in relation to use of technologies, featured within the following legislative documents which should be referred to for further information:

* The Children Act 2004
* Working together to Safeguard Children 2010
* Statutory Framework for the Early Years Foundation 2024
* Keeping Children Safe in Education 2018
* Safeguarding Vulnerable Groups Act 2009

**Staff and Individuals Responsibility**

All employees, volunteers and directors must:

* Be familiar with our E-safety policy and ensure that it is followed at all times.
* Ensure that children are protected and supported in their use of technologies.
* Report any E-safety incidents, concerns or misuse of technology to the E-safety lead.
* Only use pre-school devices when taking digital images of children or uploading an observation onto Tapestry.
* In line with setting protocols, personal details, such as mobile numbers, social network details and personal e-mail should not be used or shared.
* Understand that behaviour in their personal lives may impact their work with those children if shared online or via social networking sites.
* Not ‘friend’ any parent/carer of children of current children in Pre-school unless they have sought permission from the E-safety lead with a valid reason.
* Protect their passwords/personal logins and log-off the network wherever possible when leaving ipads/kindles unattended. Ensure all pin codes are not shared and log ins remain secure.
* No passwords are being ‘auto-saved’ on any devices.
* Understand that network activity and online communication on setting equipment (both within and outside of the work environment) may be monitored by the E-safety lead.
* Keep mobile phones in their bags in the office and only use them during lunch breaks away from the Pre-school, or in the office with the door closed. Use only Pre-schools mobile phone for outings, fire drills and other emergencies.
* Understand that if they or other colleagues ignore the Preschools policies and procedures, that they risk dismissal from their role and possible police involvement if appropriate.
* Given the nature of the role of a manager, or Chair of Committee, communication with parents, via social media regarding the Preschool is not considered appropriate. A separate account will be used to promote Preschool events, usable by a member of staff with separate logins only. It is the responsibility of the individual to upload confidentiality at all times and to act in a professional manner of using social media to promote the Preschool or communicate with parents.

Paige Merrick – Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kerry Abbott – Deputy Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ben Pearce– Chair of Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_