



LITTLE FOOTSTEPS CHILDCARE

E-Safety Policy

This Policy applies to all staff, including Senior Management, agency staff, bank staff, volunteers, students and anyone working on behalf of Little Footsteps Childcare.

- to protect the children in our care and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us.
- to provide staff and volunteers with the overarching principles that guide our approach to e-safety.
- to ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

We recognise that:

- the welfare of the children in our care is paramount and should govern our approach to the use and management of electronic communications technologies.
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, their parents/carers and other agencies is essential in promoting children's welfare and in helping children to be responsible in their approach to e-safety.
- the use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.
- We follow the Online Safety Act 2023 to make provision for and in connection with the regulation by OFCOM of certain internet services; for and in connection with communications offences; and for connected purposes. To ensure the welfare and safety of online content within our setting.

We will seek to promote e-safety by:

- developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT.
- supporting and encouraging children using our service to use the opportunities offered by technology and the internet in a way that keeps themselves safe and shows respect for others.
- supporting and encouraging parents/carers to do what they can to keep their children safe online and when using their mobile phones and game consoles.
- incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff, volunteers, children and young people.
- use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse).
- informing parents and carers of incidents of concern as appropriate.
- reviewing and updating the security of our information systems regularly.



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- providing adequate physical security for ICT equipment.
- ensuring that usernames, logins, and passwords are used effectively.
- using only official email accounts provided via the organisation and monitoring these as necessary.
- ensuring that the personal information of staff, volunteers and children are not published on our website.
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them.
- providing effective management for staff and volunteers on ICT issues, through supervision, support and training.
- examining and risk assessing any emerging new technologies before they are used within the organisation.
- Ensuring the tablets, we use for observations and assessments are locked down thus not allowing access to the world wide web, including social media websites.
- appropriate monitoring and filtering systems have been developed by the setting to protect learners from harmful online material