



Foresteers Outdoor Preschool

e-Safety Policy including Use of the Internet and Social Media

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

This e-Safety Policy should be read in conjunction with other preschool policies; Behaviour, Anti-bullying, Safeguarding and Child Protection Procedure, Mobile Phone, Camera and Other Recording Devices. For the purpose of this policy the word *preschool* refers to Foresteers Outdoor Preschool, and the phrase *staff* is used to mean anyone carrying out any activity on behalf of the preschool, including employed staff, volunteers, students, trainees, parent helpers, visitors and sessional helpers; all of whom are subject to the policies and procedures of Foresteers Outdoor Preschool.

RATIONALE:

Technology, particularly the internet, plays an increasingly important part in our society today. At Foresteers Outdoor Preschool we try to keep the use of technology to a minimum, but we recognise that our children may be accessing the internet at home and it is important they learn how to keep themselves safe while doing so. We also recognise there are many benefits of learning via the internet. It can be a useful source of information, helping staff to research activities in response to children's interests. It offers access to a vast range of resources providing children with more opportunities to learn, for example, staff can download short videos to help us identify birds or minibeasts to support and enhance children's learning. The internet offers a wide variety of games at various levels, to allow for differentiation. These can offer new ways to stimulate children's interest and motivate them towards learning. However, there are also potential problems, including unsuitable sites, aggressive advertising, pop-up windows showing adult content and links to other sites. The internet contains vast amounts of information on virtually every subject imaginable. Just as a library has sections which appeal to different readers, not all the information on the internet may be suitable for young readers. Some of the content may be unreliable or misleading. It is therefore our duty to keep children safe while using the internet and technology both within our preschool and in their lives outside. This e-Safety Policy explains how the preschool intends to do this, whilst also addressing wider education issues in order to help staff, parents and carers be responsible whilst using the internet and other communications technologies for educational, personal and recreational use.

AIMS:

The policy guidelines are designed to promote safe use of the internet by children at the preschool.

- To ensure internet access enhances the pupils' learning experiences
- To ensure internet access is used appropriately
- To provide staff with a clear procedure for accessing the internet with children and using ICT equipment in the preschool which provides access to the internet

Foresteers Outdoor Preschool Internet Policy

General

- Staff must supervise children's use of the internet at all times. Where applicable staff should use age appropriate learning to teach the children about keeping safe while on line.
- Sites should be appropriate for the child's age and stage of development. The search engine <https://www.safesearchkids.com> will be used to ensure sites are "child friendly" and staff will check the content of websites before using them with children. Staff should also check the source of the information
- Inappropriate online content can be reported to Internet Watch Foundation - www.iwf.org.uk/
- The mobile devices owned by the preschool have restrictions installed to block unsuitable content. Staff should be aware that despite the best endeavours to ensure security, it may still be possible that some unsuitable content could be accessed. Any breaches of this security should be reported immediately to the preschool manager.
- Children will not have direct access to email or social networks at preschool.

e-Safety

Foresteers Outdoor Preschool recognises the potential risk posed by using the internet and has safeguards in place to reduce and manage the risks, whilst also addressing wider educational issues in order to help staff, children and their parents/carers to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use. This guidance comes from Sheffield Children's Safeguarding Partnership and offers support to staff and parents.

- educate yourself and children and young people, know about the dangers online
- tell them what they should do if anything goes wrong online or upsets them i.e. tell someone about it
- explain that anything shared online or by mobile phone could end up being seen by anyone
- ensure computers and laptops are used where you can see and not out of sight
- use parental settings, filtering software and privacy setting to block inappropriate sites and content

At Foresteers Outdoor Preschool we make children aware of keeping themselves safe online by linking e-safety to our work on "stranger danger" and using e-safety resources such as Smartie the Penguin, to teach children in an age appropriate way. We offer support to parents/carers by signposting them to useful websites such as www.kidsmart.org.uk/parents/ and articles such as www.techandplay.org/parents-caregivers which reviews suitable apps for under 5's and <http://parentinfo.org/article/digital-resilience-a-parents-guide> which helps parents make their child more digitally resilient.

e-Safety Coordinator

The e-safety coordinator for Foresteers Outdoor Preschool is **Hayley Smith**

The e-safety coordinator

- leads on e-safety, taking day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the preschool e-safety policies/documents
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments; ensures staff are aware of procedures that need to be followed in the event of an e-safety incident taking place
- provides training and advice for staff

The coordinator is also responsible for ensuring:

- That the preschools ICT infrastructure is secure and is not open to misuse or malicious attack
- That users may only access the preschool networks through a properly reinforced password protection policy
- That the preschool filtering policy is applied and updated on a regular basis
- That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant

Staff training and Support

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly. It is expected that some staff will identify e-safety as a training need within the performance management process
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the preschool e-safety policy
- There will be regular reviews and audits of the safety and security of preschool ICT systems

Staff responsibilities

Staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current preschool e-safety policy and practices
- They have read and understood and signed this policy
- They report any suspected misuse or problem to the e-safety coordinator, Hayley Smith, Designated Safeguarding Lead.
- Digital communications with staff should be on a professional level and only carried out using official preschool communication systems
- E-safety issues are embedded in all aspects of the curriculum and other preschool activities

Use of images

Staff are allowed to take and use images of the children in line with Foresteers Outdoor Preschool's Mobile Phone, Camera and Other Recording Device Policy.

Staff must follow preschool policies concerning the sharing, distribution and publication of images. Images should only be taken using preschool devices;

Website and other promotional purposes

- Images may be used for promotional purposes such as the website or blog, providing parent/carer has given consent. Only the preschool managers have authority to publish images for promotional purposes.
- Photographs published on the website, or elsewhere that include children will be selected carefully and will comply with good practiced guidance on the use of such images
- Children's full names will not be used anywhere on a website or blog, particularly in association with photographs

Learning Journals

- Images used to evidence learning and progress will be uploaded to the child's individual on-line Learning Journal which is hosted on secure dedicated servers

based in the UK. Access to information can only be gained by name, unique id and password. Each account has its own database which ensures parents/carers can only see their own child's information.

Use of email

It is unlikely that email will be used during preschool sessions but we recognise that email is an efficient means of communication for most staff and parents of preschool. There are responsibilities involved in using email and in signing this policy all employees agree to fulfil these responsibilities and acknowledge the wider MoD Policy and UK Data Protection law

General considerations when using email

- Any digital communication between staff /parents or carers may be subject to data protection requests and must be professional in tone and content
- Email is not a confidential means of communication. Staff should bear in mind that email messages can be very easily read by those for whom they were not intended and in particular recognise that emails can be: intercepted by a third party, wrongly addressed, forwarded accidentally, forwarded by initial recipients to third parties against your wishes, viewed accidentally on recipient's computer screens
- Sensitive personal data should not be communicated by email unless the express permission of the subject has been obtained or unless adequate encryption facilities have been employed Putting personal information (and especially personal sensitive information) in an unencrypted email bears significant risk.
- Staff must not include any defamatory comments in any email messages. Email is a form of publication and the laws relating to defamation apply. A comment made in jest can be misinterpreted by its recipient.
- Email is not a substitute for record keeping purposes. Where long term accessibility is an issue staff must transfer email records to a more lasting medium or another electronic environment
- Documents attached to e-mails may contain information from which the history of a documents creation may be deducted. This data may identify those involved in generating or altering that item

FORESTEERS OUTDOOR PRESCHOOL – E-SAFETY POLICY 4

Use of Social Networking Sites

Social Networking applications including but not limited to Blogs, Online discussion forums, Collaborative spaces, Media sharing services e.g. YouTube and sites such as Facebook and Twitter will not be used during preschool sessions.

Foresteers Outdoor Preschool recognises that the use of social networking applications brings opportunities to understand engage and communicate with our audiences in new ways. However, it is also important to balance this with our duties to our services users and partners, our legal responsibilities, our reputation and above all our duty to safeguard children and young people.

We have therefore provided a framework of good practice

- * Staff and students must not access any social networking sites via preschool or personal equipment during preschool sessions
- * Staff must not place photographs taken of preschool on any social network space including the setting, location, staff or children
- * Staff are strongly advised not to communicate with preschool parents/carers over social network sites using their personal systems and equipment
- * Staff must not run social network spaces for work experience students use on a personal basis. If social networking is used for supporting students with coursework professional spaces must be created by staff for use by students

* Staff should not publish specific and detailed “personal views” relating to preschool staff, children or families.

All organisations are vulnerable to material posted about them online and all staff should be made aware of the need to report this should they become aware of anything bringing the preschool into disrepute.

Legislation

The following legislation – enforceable against public sector employees including preschool staff – must be considered when using the internet or email:

- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000 (RIPA) 3
- Data Protection Act 1998
- Freedom of information Act 2000
- Copyrights, Designs and Patents Act 1988, amended by the Copyright and Related Rights Regulations 2003
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006
- Obscene Publications Act 1959, Protection of Children Act 1988, Criminal Justice Act 1988

Any breach of the terms set out below can result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible employee being suspended

The preschool reserves the right to require the closure of any applications or removal of content published by preschool representatives which may adversely affect the reputation of nursery or put it at risk of legal action

Any communications or content you publish that causes damage to the nursery, any of its employees or any third-party reputation may amount to misconduct or gross misconduct to which the preschool Dismissal and Disciplinary Policies apply

**This policy was adopted
on
1st January 2026**

**Signed on behalf of the
preschool
*Hayley Smith***

**Date for review
*December 2026***