LADYBIRDS
NURSERY

E-Safety

Safeguarding

Policy

Digital technology has become an important part of everyday life and offers exciting opportunities. However, the increasing number of cases where workplace practise has highlighted inappropriate use of technology, grooming behaviour and an inability to challenge colleagues has demonstrated the need for clear practise guidance for staff around safer working practices.

This policy sets out about keeping your personal life and professional life separate, and keeping yourself safe when using digital media.

Staff need to have this guidance when deciding who and when to use social media, and the possibility of any consequences of its mis-use.

Please understand:

What you need to do

And what not to do

What You Need To Do:

- Set you privacy settings for any social networking site to ensure only the people you want to have sight/access to its contents. Keep these updated. The default settings for most social networking sites are set to open access where anyone can see everything
- Ensure your mobile phone is password/PIN protected. This will ensure that other people can't use your equipment and get you into trouble
- Consider having separate personal and professional online identities
- Make sure that all the information about you that is publicly available is accurate and appropriate – think about any pictures you have posted and are they appropriate for parents to see. If you don't want it to be public – don't put it online

- Remember that online conversations may be referred to as 'chat' but they are written documents and should always be treated as such. Be mindful about how you present yourself when you are publishing information about yourself or having conversations 'on-line'
- Be aware that the mis-use of digital equipment can lead to consequences. Breach of the policy can result in disciplinary actions being taken against you, and a possibility of prosecution from the police
- Remember that once you have posted something online it is publicly available. Other people may choose to copy this.
- Switch off any Bluetooth capability. Bluetooth allows another person to have access to your equipment – they can pretend to be you.

Do Not

- Give your personal information to anyone, including children and parents. This includes personal mobile phone numbers, social networking accounts, personal websites, blogs, passwords and PIN numbers
- Use the internet or web-based communication to send personal messages
- Be very aware that accepting parents as 'friends' on social media is inviting them in to take a look at your personal life
- Use your own camera or any other personal digital device for any purpose other than private use

This policy also takes into account the Social Media Policy.

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Review Date April 2020

Date Reviewed

This policy will be reviewed sooner that the review date should any new information become available.