

## Abbey Pre-school Online Safety Policy

We recognise the immense value that information and communication technology plays in the learning and development of children but that it must be used safely and that the potential risks involved should not be ignored. This **online safety policy** will operate in conjunction with other Pre-school policies including Behaviour management, Safeguarding and Confidentiality. The lead for online safety is **Kirsten Ashby**.

- **Use of digital Photography**

Under the Data Protection Act 1998 the pre-school must seek parental consent to take photographs and videos and these will be taken on the pre-school camera only. The photographs will be downloaded on to the computer and printed out for use in the setting e.g. for displays, albums or children's development records. These photographs will be deleted at the end of the academic year or when the child leaves Abbey Pre-school. Individual permission will be obtained from parents and children to use photographs for promotional purposes such as the website. Events like sports day, outings, Christmas and fundraisers may be recorded by staff and parents/carers but always in full view of all attending. Careful consideration will be given to all situations where images are taken of the children.

- **Mobile 'Phones**

Staff, parents, visitors, students and volunteers are not permitted to use their mobile phones on the premises. The staff's personal phones are placed in the kitchen during pre-school sessions and parents and visitors are asked to step outside if they need to use their mobile phone. The exception is the pre-school mobile as this is the point of contact.

- **Social Networking**

The staff has the right to express themselves and communicate online but we ask that they refrain from identifying themselves as working for Abbey Pre-school, ensure that they do not discuss Pre-school or conduct themselves in a way that is detrimental to the setting and take care not to allow their interaction to damage relationships between themselves and parents of the setting.

- **Cyber bullying from anyone connected to Abbey Pre-school will not be tolerated.**