



01	First Steps Childcare Ltd has a commitment to keeping children and staff safe and healthy and the E-Safety Policy always operate alongside with our Safeguarding and Mobile phones/Smartphone policies. The E-Safety guidelines are built on the following core principles:
02	<p>Guided educational use.</p> <p>Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.</p>
03	<p>Risk assessment</p> <p>We have a duty to ensure children in the setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.</p>
04	<p>Responsibility</p> <p>Internet safety in the setting depends on staff, parents, carers, and visitors taking responsibility for the use of internet and other communication technologies, such as mobile phones. It is our responsibility to use technical solutions to limit internet access and to monitor their effectiveness. Parents and carers permissions will be obtained for all images taken. The internet is also used at First Steps Childcare to support the professionals work of staff, to allow effective planning and to enhance our settings management information and business administration systems.</p>
05	<p>Managing Content</p> <p>The point of contact on the website is our settings name, e -mail address, and telephone number. Staff or child's home information is not published. Written permission from parents/carers for featuring their child on the website is requested when each child joins the setting. Parents and carers wishes are followed at all times</p>
06	<p>Communication - Managing E-mail</p> <p>Children do not have access to e-mail.</p>

	Staff using e-mail will use First Steps e-mail address or one in which has been set up by the manager/owner. These addresses are not used for personal e-mails.
07	<p>Computer/laptop/tablet and internet use.</p> <ul style="list-style-type: none"> • If the staff discover unsuitable sites have been accessed on any of the computer equipment, they must report their findings to Ruth Garland Davies [manager and acting DSL]. • First Steps Childcare Ltd reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited. • Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden. • Users are responsible for all e-mails sent and for contacts made that may result in e-mails being sent. • Copyright of material must be respected. • Use of the computer system to access inappropriate materials, such as pornographic, racist or offensive material is forbidden. • Work e-mail accounts may only be accessed on the First Steps Childcare Ltd computer equipment, unless written permission is given from the management team.
08	<p><u>Complaints</u></p> <p>Any complaints about the inappropriate use of the internet or other technologies will be handled through the management team.</p> <p>As part of our commitment to Child Protection, we need to ensure that there is no possibility of unauthorised media of the children being taken or shared online.</p> <p>Therefore, these steps should always be followed:</p> <ul style="list-style-type: none"> · Staff must only use approved devices to record/photograph within the setting, unless consent obtained by management (should a need to work from home). · First Steps’ devices must not be used for personal purposes. · Never emailing personal or financial information. <p>If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.</p>

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