

**E-Safety Policy**

**Reviewed Sept 2018**

Free Rangers Forest Schools Ltd E-Safety Policy ensures that all staff, students, volunteers and children are able to communicate and learn ICT safely. The designated member for Safeguarding, Gemma Macey, is responsible of ensuring that staff, students, volunteers and children adhere to the E-Safety Policy. The E-Safety Policy is in conjunction with Free Rangers Forest Schools Ltd Anti-Bullying Policy, Safeguarding Policy and Confidentiality Policy.

**Internet**

Free Rangers Forest Schools Ltd does not facilitate use of the internet for the children within our care. The internet is accessible throughout the nursery, which is only accessible to the staff. Free Rangers does have a wifi facility, however, staff only have access to this via a code. The computers which can access the internet have an up to date virus and security programme. We have also recently installed a network system with a certified fire wall in compliance with our GDPR policy. Under no-circumstances is information processed other than the use for general staff administration at Free Rangers.

Communication between agencies, parents/carers and the Local Authority are clearly professional.

**Social Networking Policy**

Social Networking is a way to contact friends, family members/ colleague’s e.t.c. However, Free Rangers can use this source to advertise the business. Social Networking sites include Facebook, Twitter, LinkedIn and MySpace, this list is not exhaustive.

Free Rangers Forest Schools Ltd promotes its nursery activities and Forest School Clubs by writing blogs for Facebook and Twitter; these are controlled and updated by Key staff members. Permission is always sought from parent/carers upon enrolment, prior to uploading photographs or comments by the children. Free Rangers respects the fact that some parents do not authorise their child/children to be posted on Twitter or Facebook.

Social Networking sites have varying levels of security and as public sites are all vulnerable to security breaches. Ensure that your ‘Personal Profile’ is set to ‘Private’, this can be selected in ‘Privacy Settings’.

Free Rangers Forest Schools Ltd enforces a Confidentiality Policy, which should be adhered to within this manner. Free Rangers prohibits any information about the business, children, parents and employees to be discussed whilst on social networking sites; this includes ‘inbox messages’ to site members who have authorisation to access your information. As well as, general everyday conversations regarding, Free Rangers business.

Free Rangers advises employees to read, understand and comply with the terms of services of social networking sites.

If a member of staff feels that they are being abused on a social networking site, by a colleague or a parent/carer of Free Rangers then that staff member must report to the designated staff member for Safeguarding, Gemma Macey. The designated staff member will record the event and deal with the matter immediately.

**Use of Camera**

Under no-circumstances will a personal camera be used at Free Rangers. Free Rangers has authorised setting cameras, which are available in each room, which the room leader is responsible for. Use of personal cameras is prohibited at all times.

The camera should be easily accessible to capture spontaneous moments to support the observation requirements of the Early Years Foundation Stage, and to share with parents/carers.

Free Rangers requests parental permission, upon enrolment to take still and moving images of their child, and provide permissions for how these images may be used.

**Mobile Phones**

Free Rangers operates a no use of mobile phone policy in the rooms where the children are. All staff, students, volunteers and visitors have to keep their mobile phones in their bags, which are kept in the staff room where lockers are available. Personal use of mobile phones is restricted to lunch time. Staff must ensure management have up to date contact information and that staff inform family members of the emergency contact telephone number.

Visitors and parents/carers of the setting are asked not to use their mobile phones whilst in the site of Free Rangers. However, if the use of mobile phone is authorised whilst children are present a member of staff will monitor the visitor and parent/carer. The designated staff member of Safeguarding will be informed and have the authorisation to challenge the visitor, parent or carer as appropriate.

**Work Mobile**

Free Rangers owns several mobile phones, which are based in the rooms and with Ed Harding. These are used on outings only for emergency purposes and so that staff can be contacted. Free Rangers mobile phones do not have internet or photo taking facilities.

**ICT Misuse Policy**

It is the responsibility of the registered person, Manager and the designated staff member for Child Protection; Gemma Macey to take action if a member of staff reported misuse or incidents related to ICT. The above person/s would record the report and deal with the matter immediately.

Misuse includes, using personal mobile phones to take photos of private and confidential nursery information from in the staff room, office or from the main body of the nursery and then sharing that information on any social media channels.

Taking your personal mobile phone into the nursery.

Using your personal mobile phone during work hours and / or whilst looking after children.

Free Rangers Forest Schools Ltd will issue staff member’s instant dismissal if gross misconduct is reported.

Signed: Owner

Signed: Management team