The Children's Workshop

E-SAFETY POLICY

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read and understand this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to Sarah Maynard. The Children's Workshop - E-safety lead.

- All staff must comply with the ICT system security and not disclose any passwords provided by the Manager.
- Staff are responsible for all activity carried out under their username.
- Staff must only use the setting's email/internet for professional purposes.
- Staff must only use the approved secure email system for any setting business.
- Staff must not install any hardware or software without the permission of the Managers.
- Staff must not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Staff must understand that personal use of the Internet and other related technologies can be monitored and logged and be made available, if requested as part of any investigation.
- Staff must respect copyright and intellectual property rights.
- Staff should only take, securely store and use images of children, young people or staff for professional purposes in line with the setting's policy and with written consent of the parent, carer or staff member. Staff should not distribute images outside the setting without the permission of the parent/carer, member of staff or manager.
- Staff should make sure that their online activity both inside and outside the setting will not bring their professional role and the settings reputation into disrepute.
- Staff must support the setting's e-safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- Staff must report any incidents of concern regarding children's safety to the e-safety Shardelle Frost (Manager, DSL) or Lizzie Godfrey (Deputy Manager, DDSL)
- Staff must understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.

Use of Artificial Intelligence (AI) and Language Models
Staff may use artificial intelligence (AI) tools, such as ChatGPT, to support administrative tasks, develop learning resources, or enhance communication—provided that such use aligns with our data protection policy and safeguarding obligations. AI tools must not be used to store, process, or share any personal, sensitive, or identifying information about children, families, or staff. All outputs from AI tools should be reviewed by staff to ensure accuracy, appropriateness, and compliance with our professional standards.

This policy has been written in conjunction with:-
- ❖ Data Protection and Confidentiality Policy
- ❖ Disciplinary Policy
- ❖ Health, Safety, Risk & Hazards Policy

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- ❖ Safeguarding Policy
- ❖ Safe Recruitment Policy
- ❖ Social Media and Blog Policy
- ❖ Supervision Policy
- ❖ Whistle blowing Policy

<u>Note</u>: where indecent images of children or other unsuitable material are found we will not investigate the matter or evaluate the material as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution. We will report the criminal online content to:

Internet Watch Foundation http://www.iwf.org.uk or to **CEOP** http://ceop.police.uk/

The legal framework surrounding e-safety
The Computer Misuse Act 1990 (sections 1-3)
Copyright, Design and Patents Act 1988
Data Protection Act 1998
Malicious Communications Act 1998 (section 1)
Obscene Publications Act 1959 and 1964
Public Order Act 1986 (sections 17-29)
Protection of Children Act 1978 (section 1)
Protection from Harassment Act 1997
The Equality Act 2010
Regulation of Investigatory Powers Act 2000
Sexual Offences Act 2003

Useful websites:
http://www.thinkuknow.co.uk
http://www.childnet.com
http://www.besafeonline.com
http://www.wisekids.org.uk
http://www.education.gov.uk/ukccis
www.saferinternet.org
www.safenetwork.org.uk

This policy was adopted on	Signed on behalf of the pre-school
25/9/2025	SM

E-Safety Policy.