

EARLY YEARS FOUNDATION STAGE (EYFS) E-SAFETY, INTERNET AND ACCEPTABLE USE POLICY

This policy, which applies to the Early Years Foundation Stage, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the school's website. On request a copy may be obtained from the school's office

Aim

The Acceptable Use Policy (AUP) will aim to:

- Safeguard pupils and young people by promoting appropriate and acceptable use of information and communication technology (ICT).
- Outline the roles and responsibilities of all individuals who are to have access to and/or be users of, work-related ICT systems.
- Ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

Scope: The AUP will apply to all individuals who are to have access to and/or be users of work-related ICT systems. This will include pupils and young people, parents and carers, early years teachers and their coordinators, volunteers, pupils, committee members, visitors, contractors and community users. This list is not to be considered exhaustive. Parents and carers, and where applicable, other agencies, will be informed of any incidents of inappropriate use of ICT that takes place on-site, and, where known, off-site.

Roles and Responsibilities:

EYFS Coordinator: Carlotta O'Sullivan

The **EYFS Coordinator** has overall responsibility for ensuring online safety and will be considered an integral part of everyday safeguarding practice. The EYFS Coordinator will monitor the practice of e-safety within the EYFS. This will include ensuring:

- Early years Teachers and their **Coordinator** will receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- Clear and rigorous policies and procedures are to be applied to the use/non-use of personal ICT equipment by all individuals who affect or come into contact with the early years setting. Such policies and procedures are to include the personal use of work-related resources.
- The AUP is to be implemented, monitored and reviewed regularly, and for ensuring all updates are to be shared with relevant individuals at the earliest opportunity.
- Monitoring procedures are to be open and transparent.
- Allegations of misuse or known incidents are to be dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies, where applicable.
- Effective online safeguarding support systems are to be put in place, for example, filtering controls, secure networks and virus protection.

Designated Safeguarding Lead (DSL): The Designated Safeguarding Lead (DSL) must be a senior member of the management team who is to have relevant, current and practical knowledge and understanding of safeguarding, child protection and online safety. Access to an individual holding this role is to be available at all times, for example, a Designated Deputy.

DSL: Carlotta O'Sullivan

The designated person for safeguarding will be responsible for ensuring:

- Agreed policies and procedures are to be implemented in practice.
- All updates, issues and concerns are to be communicated to all ICT users.

Sinclair House School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- The importance of online safety in relation to safeguarding is to be understood by all ICT users.
- The training, learning and development requirements of early years teachers and their coordinators are to be monitored and additional training needs identified and provided for.
- An appropriate level of authorization is to be given to ICT users.

Not all levels of authorisation will be the same - this will depend on, for example, the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities when deemed appropriate, and any concerns and incidents are to be reported in a timely manner in line with agreed procedures. The learning and development plans of pupils and young people will address online safety. A safe ICT learning environment is to be promoted and maintained.

Early years teachers and their co-ordinators: Early years teachers and their co-ordinators will ensure:

- The timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
- ICT equipment is to be checked before use and all relevant security systems judged to be operational.
- Awareness will be raised of any new or potential issues, and any risks which could be encountered as a result.
- Pupils and young people are to be supported and protected in their use of online technologies – enabling them to use ICT in a safe and responsible manner.
- Online safety information is to be presented to pupils and young people as appropriate for their age and stage of development.
- Pupils and young people will know how to recognize and report a concern.
- All relevant policies and procedures are to be adhered to at all times and training undertaken as is to be required.

Pupils and young people: Pupils and young people will be encouraged to:

- Be active, independent and responsible learners.
- Tell a familiar adult about any access of inappropriate content, material that makes them feel uncomfortable or contact made with someone they do not know, straight away, without fear of reprimand (age and activity dependent).

Acceptable use by early years teachers and their co-ordinators:

Early years teachers and their co-ordinators should be enabled to use work-based online technologies:

- To access age appropriate resources for pupils and young people.
- For research and information purposes.
- For study support.

Use of images: displays etc: We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises,
- Communications with the school community (parents, pupils, staff), for example newsletters.
- Marketing the school both digitally by website, by prospectus [which includes an iPad app], by displays at educational fairs and other marketing functions [both inside the UK and overseas] and by other means.

In the event of misuse by early years teachers or their co-ordinators: Should it be alleged, that an early years practitioner or manager is to have misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the Principal or Deputy Designated Safeguarding Lead immediately. Should the allegation

be made against the Principal or Deputy Designated Safeguarding Lead, a report is to be made to a member of the Senior Leadership Team. Procedures are to be followed as appropriate, in line with the ICT Misuse Procedure, Safeguarding Children-Child Protection Policy and/ or Disciplinary Procedures. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

Acceptable use by visitors, contractors and others: All individuals who affect or come into contact with the early years setting are to be expected to behave in an appropriate and respectful manner. No such individual will be permitted to have unsupervised contact with pupils and young people. All guidelines in respect of acceptable use of technologies must be adhered to. The right to ask any individual to leave at any time is to be reserved.

Links to other policies

Behaviour Policy: The Behaviour Policy together with the anti-bullying contain up-to-date anti-bullying guidance, which should highlight relevant issues, such as cyber-bullying. It should be recognised that all inappropriate behaviours will be taken seriously and dealt with in a similar way, whether committed on or offline. There are to be consistent expectations for appropriate behaviour in both the 'real' and 'cyber' world and this is to be reflected in all relevant policies.

Personal, Social, and Emotional Development: The promotion of online safety within PSED activities is to be considered essential for meeting the learning and development needs of pupils and young people. Key messages to keep pupils and young people safe are to be promoted and should be applied to both online and offline behaviours.

Health and Safety Policy: The safe use of ICT is included within the Health and Safety Policy, and should also include guidelines for the use of display screen equipment. The detrimental impact of prolonged ICT use on pupils' brain development should also be addressed.

3rd August 2026