



E-SAFETY POLICY

ICT in the 21st Century is seen as an essential resource to support learning, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Fusion Childcare Services need to factor in the use of such technology in order to arm our children with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people use at Fusion are:

- Search Engines
- Websites
- Pintrest, Youtube, Cbbc,
- Learning Platforms for homework
- Devices, such as Tablets, Kurios/iPads that have access to the Internet but are parental controlled.

Whilst exciting and beneficial both in and out of the context of education, much ICT particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Fusion Childcare Services we understand the responsibility to educate our children on eSafety issues; teaching them the appropriate behaviours and critical thinking skills needed to enable them to remain both safe and legal when using the internet and related technologies. We believe it is essential for e-Safety guidance to be given to the children on a regular and meaningful basis and we do this by informal chats, as well as formal in house CEOP training. Fusion endeavours to continually embed safety messages across Fusion through the use of e-safety posters and conferencing with children about the dangers of technology and how to stay safe. The **SMART** guidelines are visible to children and are explained to children wishing to use the internet.

SAFE- Keep safe by not giving out personal information, such as name, email, phone number, address or school name to people who you do not know.

MEETING- Never agree to meet anyone you have only met online unless your parent/career is with you.

ACCEPTING- Do not accept emails or instant messages, or open files, images or texts from people you do not know. They can contain viruses or nasty messages.

RELIABLE- Not all information found on the Internet is reliable and people you meet online will not always tell you the truth.

TELL- Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.



E-SAFETY POLICY

Children are aware of the impact of online bullying, abusive, sexual, terrorist and extremist material and know how to seek help if they are affected by these issues. Fusion regularly conference children about bullying and e-Safety. Children are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member.

The Management of Fusion Childcare Services has ultimate responsibility to ensure that the policy and practices are embedded and monitored. The Named e-Safety co-ordinators are **ABIGAIL WILKINS** and **GEMMA IVENS**. It is the responsibility of the co-ordinators to keep abreast of current issues and guidance through organisations such as CEOP, Childnet and Herts for Learning. Staff receive up to date information in staff briefings and as part of their induction. Staff are aware what to do in the event of misuse of technology and are aware of the relevant legislation when using the internet such as Data Protection.

Children's full names will not be published on Fusion's website and a check in the registration packs will be made to ensure that parental permission has been given for Social Media consent, in lines with our Social Media Policy.

Misuse and Infringements- Complaints relating to e-Safety should be made to the eSafety co-ordinators or the Management of Fusion. Incidents should be logged and the Hertfordshire Flowcharts for Managing an e-Safety Incident should be followed (see appendix).

Inappropriate material- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-Safety co-ordinator.

Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-Safety co-ordinator, depending on the seriousness of the offence; investigation by the Manager, immediate suspension, possibly leading to dismissal and involvement of the police for very serious offences. Parents will be asked to sign the Incident Record.

Fusion ensures that children are supervised when they have access to the Internet and Fusion staff will preview any recommended sites before use. Children use the iPads/tablets in a room where staff are present. Raw image searches are discouraged when working with children. If children need assistance with their homework, which requires the Internet, then Fusion will preview the recommended websites and assist the child if necessary. Fusion has an e-safety risk assessment in place, security is high and anti-virus software is uploaded and updated regularly and unacceptable sites are blocked. The iPads/tablets' browser histories are regularly checked to monitor which sites are being accessed.



E-SAFETY POLICY

If, despite the safeguards measures Fusion has put in place, a child still encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using Fusion's iPads/tablets, the Manager will be informed and the incident will be noted on an Incident Record and the child's parent will be asked to sign the Incident Record. The Manager will investigate how to prevent a reoccurrence of the incident.

Adopted on: 21.11.2014 Reviewed on : 01.04.17 Next Review due: April 2018

Signed.....

FUSION CHILDCARE SERVICE

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Introduction [3.2]; Child Protection [3.6].