# E-Safety Policy

***Should be read in conjunction with the Kidz Star Club Screentime Policy***

***This policy will be reviewed on an annual basis***

**Aim;**

Kidz Star Club has a duty to ensure that children are protected from potential harm, both within and beyond the learning environment. To ensure children are offered the opportunities by advances in information and communications technology (ICT), while ensuring children are safeguarded and protected from potential harm, by implementing procedures and information to help keep children safe online.

**Actions;**

**Mobile Phones and Mobile technology**

Kidz Star Club has policies and procedures in place with regard to the use of mobile phones and electronic devices with imaging and sharing capabilities i.e. ipad's, smart watches, laptops, cameras in the setting and on visits etc.

- All staff, students, volunteers and visitors are discouraged from bringing their phones/electronic devices to the club.
- Should a staff member, student, volunteer or visitor feel it is essential to bring their phone to the club, this must be locked away upon arrival in the designated lockable wall mounted tin. Staff do not access their phones throughout the duration of their shift.
- Staff may ask for their phone to be removed from the tin at the end of their shift by the play leader. This must then be put in their bag or pocket until the staff member is off of school grounds.
- The above also applies to any technology which has a camera facility built into the system for example iPads, smart watches/bracelets.
- Smart watches are permitted as long as they are set on the 'Silent', 'do not disturb' mode and not connected to the wifi. Anyone seen uses their smart watch for any other purpose, our disciplinary procedure will be followed.
- Kidz Star Club will have access to their designated electronic device. This device is only used for taking photos for promotional purpose such as Facebook. All children who are allowed on social media have had consent given from their parents/carers. This designated device remains on the premises at all times except for trips and does not have the facility to make phone calls or send messages. This device will be stored safety in the locked cupboard when the club is closed. All photos when they have been used for promotional purposes will be deleted from the device immediately.
- A separate mobile phone is used for trips and is only used to make calls in an emergency. This phone will be kept in the locked tin and only taken out when going on a trip or in the event of an emergency.
- Playleaders/playworkers, students and volunteers must inform their emergency contacts and anyone likely to contact them during working hours on Kidz Star Club landline telephone number 01363 777608, in an emergency staff can make an external call.
- Staff are aware of e-safety issues and receive regular up-to-date e-safety training.
- The use of the internet by employees of Kidz Star Club is permitted, where such use supports the goals and objectives of the business.
- Staff will incorporate e-safety into children's learning where necessary.
- Staff must:-
  - Comply with current legislation
  - Use the internet in an acceptable way inside and outside of work

- Do not create unnecessary business risk to the company by their misuse of the internet including typed posts or photo images on social networking sites such as Instagram, Twitter, Facebook etc

Whilst we cannot govern employee's use of the internet outside of work, we strongly recommend staff comply with the above ensuring they safeguard themselves.

**Risks**
Experts believe that by raising awareness of online risks at an early age, children will be better protected as they grow up.

Staff recognise the following risks: -
- Prolonged exposure to online technologies, particularly from an early age
- Exposure to illegal, inappropriate or harmful content
- Grooming
- Cyberbullying
- Making, taking and distribution of illegal images and inappropriate messages.
- Physical, sexual and emotional abuse
- Identity theft
- Privacy issues
- Addiction to gaming or gambling
- Pressure from the media and targeted advertising
- Theft and fraud from activities such as phishing, viruses, malware, etc
- Damage to professional online reputation through personal online behaviour.

**Company-owned information held on third-party websites**
Any information referring to Kidz Star Club or information regarding a child, parent or families past and present connected to Kidz Star Club which is displayed on third party websites, remains the property of Kidz Star Club.

**Monitoring**
Kidz Star Club will manage the following risks by educating all staff and through monitoring.

Kidz Star Club accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.
- Reasonable precautions will be taken to protect users and is essential practice for playleaders and playworkers.
- All of the company's internet related resources are provided for business purposes. Kidz Star Club maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.
- Staff will ensure the content is filtered and age appropriate.
- Use a recognised internet provider.
- Use antivirus software which is updated.
- Use egress when sending confidential e-mails.
- Computers/laptops/iPads to be logged off when not in use.

**Sanctions**
Any employee failing to comply with the policy, will follow Kidz Star Club disciplinary procedures.

For clarification purposes the following are examples of misuse of technology and a breach of policy and will be deemed as gross misconduct: -

- Visiting internet sites that contain obscene, offensive, inappropriate images or otherwise illegal material.
- Using Kidz Star Club computers to perpetrate any form of fraud, or software, film or music piracy.
- Using the internet to display or to send offensive or harassing materials that belong to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
- Accessing into unauthorised areas
- Publishing defamatory and/or knowingly false material about Kidz Star Club, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network.

**Reporting**
All staff will report any E-safety breach to management and follow our Whistleblowing Policy.

**Agreement**
All company employees, contractors, volunteers, students or temporary staff are required to sign the agreement confirming their understanding and acceptance of this policy.

1. **I confirm I have read and understood Kidz Star Club E-Safety Policy.**
2. **I agree to store my phone/electronic device away in the designated safe.**

**Name** .....

**Signature** .....

**Date** .....

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 30th September 2026

Signed on behalf of the Management Trustee Director

Role of signatory (e.g. chair etc.) Chair

Commenced 2010- Revised 30.9.2026