



E- safety Policy

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger.

E-Safety covers issues relating to children and young people as well as adults and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of school. It includes education for all members of Club on risks and responsibilities and is part of the 'duty of care' which applies to everyone working with children.

Managing Information Systems

- The contact details on the Bidbor'Out! website include the club address, email and telephone number. Staff or pupils' personal information is not published.
- The Ofsted Key Person takes overall editorial responsibility for online content published by the Club and ensures that content published is accurate and appropriate.
- The Club website complies with the guidelines for publications including respect for intellectual property rights, privacy policies and copyright.
- Images that include children are selected carefully and we do not provide material that could be reused.
- Children's full names are not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers is obtained before images/videos of pupils are electronically published.
- Written consent is kept by us where pupils' images are used for publicity purposes, until the image is no longer in use.
- All data from which children and staff can be identified is protected under The Data Protection Act 1998.

Electronic communication with children

It is not appropriate for any Bidbor'Out! member of staff to have electronic contact with children. This includes email, messaging, Facebook, Skype and other social media. Staff will not share their personal email address to a child. If they receive an email message from a child, they must make a record of the message and any response in an Incident Report Form.

Mobile phones contact

It is not appropriate for any Bidbor'Out! member of staff to have mobile phone contact with children. They must not give their personal number to a child. If a member of staff receives a phone call/text from a child, they must make a record of the conversation in an Incident Report Form.

Staff personal use of social network

All staff are made aware of the potential risks of using social networking sites or personal publishing either professionally or personally. They are made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status.

- All members of Bidbor'Out! are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour.

ICT misuse

All incidents relating to the misuse of ICT must be reported to the e-Safety Coordinator, who will take appropriate action in relation to the Safeguarding Policy.

The Bidbor'Out! **e-Safety coordinator** is Natasha Znamenskaya.

Related policies

See also: **Safeguarding Children policy, Mobile phone Policy**

This policy was adopted by: Bidbor'Out!	Date: 20th April 2015
To be reviewed: September 2016	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4-3.8]*.