

Chandlers Chatters Preschool Playgroup

E-Safety Policy

Chandlers Chatters Playgroup/Pre-school accept that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However, we are also aware that this global network come's with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

Use of the internet at playgroup

The staff are permitted to use the internet on the nursery computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age-appropriate learning programme or video footage for the children.

If a staff member wishes to access the internet for their own personal use this must be at the strict request of the manager: namely Sue Allen and she must approve the **specific web site that is to be accessed.**

Mobile Phones

Staff have access to the Playgroup mobile phone to take photos of the children for their Learning Journals and to contact Parent/Carers when necessary. Personal mobile phones are in their own bags locked away in the cupboard and can only be used in an emergency with the Managers consent. Smart watches, if a member of staff is caught using their smart watches, they will be given a written warning which will then go on their records.

Use of email

E-Mail can be used by staff for work purposes from the playgroup computer but only sent through the nursery's e-mail account (chandlerschatters.co.uk) and only with the permission again of the Manager.

E-Mailing of personal, sensitive, confidential and classified information should be avoided and if required necessary to do so should be at the express consent of the manager.

Staff are also asked not to contact parents from their personal e-mail accounts nor give their personal e-mail address.

Policy Reviewed – Nov 2023 (next review when necessary)