

# Stepping Stones Childcare

## E-Safety Policy

ICT and related technology such as email, the internet and mobile devices such as phones and ipads are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to read, understand and sign this policy and adhere at all times to its contents. If you have any concerns or need clarification you can talk to Susan Perkins or Karen Maile.

- I understand that using the setting's ICT system for a purpose not permitted by Stepping Stones may result in disciplinary meeting or criminal procedures.
- I will comply with the ICT system security and not disclose any passwords provided to me by the Manager.
- I understand that I am responsible for all activity carried out under my username.
- I will only use the setting's email/internet for professional purposes.
- I will only use the approved secure email system for any setting business.
- I will not install any hardware or software without permission of Emily Perkins.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I understand that my use of the internet and other related technologies can be monitored and logged and be made available if requested as part of any investigation.
- I will respect copyright and intellectual rights.
- I will only take, securely store and use images of children or staff for professional purposes in line with the setting's policy and with written consent of the parent, carer or staff member. I will not distribute images outside the setting without the permission of the parent/carers or staff member.
- I will make sure that my online activity both inside and outside the setting will not bring my professional role and the setting's reputation into disrepute.
- I will support the settings E-safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will report any incidents of concern regarding children's E-Safety to the Manager or Emily Perkins.
- I understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.
- I will comply with the Stepping Stones E-safety policy

I agree to this code of conduct and to support the safe use of ICT throughout the setting.

**Full name** .....(Printed)

**Job title**.....

**Signature**..... **Date**.....

<b>Policy revised on</b>	<b>Signed on behalf of Nursery</b>	<b>Revision date</b>
Date: 08/01/2019	<i>Susan Perkins</i>	08/01/2020
Date: 12/02/2020	<i>Susan Perkins</i>	12/02/2021
Date: 02/02/2022	<i>Susan Perkins</i>	02/02/2023