

## **E-Safety, Networking and Mobile Phone Policy**

**E-safety** concerns safeguarding children, young people and staff in the digital world.

**E-safety** emphasises learning to understand and use new technology in a positive way.

This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. The policy will help support and protect children, young people and staff when using technology in the setting.

Education on risk and responsibility is part of the '**duty of care**' that applies to everyone working with children.

All staff need to understand the significance of e-safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.

All staff will be made aware of the potential risks of using social networking sites e.g. Face book and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the (business name) by the misuse of the internet

In particular the following is deemed unacceptable use or behaviour of staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the internet to send offensive or harassing materials to others
- publishing defamatory and/or knowingly false materials about (business name), your colleagues and/or our customers on social networking sites

Staff personal mobile telephones must be switched off and not used during the session. The setting has a telephone/mobile for incoming and outgoing calls this number may be given by staff as a work/emergency contact number for incoming calls only.

If a member of staff is expecting an emergency or important call then their mobile telephone may be switched on but must not be kept on the person. Permission must be sought from the Supervisor/Senior staff member who will agree and determine a suitable area or place where the telephone is accessible should the need arise.

Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact upon staff productivity and the reputation of the (business name). Where it is believed that a staff member has failed to comply with this policy, they will face the Disciplinary Procedure. If they are found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal.