



E-Safety for Children Policy:

Domi Domingo Ltd is committed to keeping children safe at nursery. All staff undertake online/e safety training and receive updates where relevant. This includes during internet based activities. The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

We take part in E-safety campaigns and activities where relevant to our children.

It is important for children to learn from an early age to be safe when using the internet and the nursery can play a vital part in starting this process. In line with other nursery policies that protect children from other dangers, there is also a requirement to provide children with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

The following steps will be taken to ensure that children remain safe when using the internet at nursery:

- Activities will be carefully planned and targeted to suit the children's age and understanding and will only be for educational purposes.
- When planning the internet activities, the planned websites content will be thoroughly checked and its suitability assessed.
- Staff will supervise children's internet usage to ensure that they are only using the websites that are part of the planned activity.
- Appropriate filters and pop-up blockers will be in place to reduce the risk of children accessing websites that contain inappropriate information or materials.
- Children are taught to know to ask for help if they do come across any material that they are uncomfortable with or that is not part of their planned activity.

- If any unsuitable sites have been accessed by children this must be reported to management responsible for applying filters so that they can review the filters that are in place.
- Children will not have access to emails or social media.
- We make parents/carers aware of our policy in relation to E-safety. If they have any concerns regarding internet usage in the nursery they should follow the complaints procedure.
- Relevant up to date information is shared on the staff and parents noticeboard regarding updates on safety for under fives.

Tapestry Policy:

Policy statement

At Domi Domingo we provide all children with an 'online learning journal' through the platform of 'Tapestry'. This records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

At Domi Domingo we use the secure online system, Tapestry, which allows staff and parents to access the information via a personal password protected login. Each child is allocated a key person who is responsible for their development and the compilation of their learning journals, however, all staff are able to capture observations for each other's key children. Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos. Any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.

Staff will only try to get the child who is being observed in the observation.

Before accessing the system, parents have to sign and agree not to download or share any information on any other online platforms or social networking sites (such as Facebook).

Whilst Tapestry provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff will log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff will not share log in or password details with any person not employed by Domi Domingo.
- Staff will not share any information or photographs relating to children with any person not employed by Domi Domingo.
- Staff will take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
 - Staff will not access Tapestry outside of the setting. All entries on Tapestry must be appropriate.
 - All entries on Tapestry remain the property of Domi Domingo.
 - At all times staff must comply with Child Protection policies and Computer safe use policies.
 - All devices will be placed in a safe place at the end of each day.