



Little Rays

E Safety Policy

Purpose

ICT (information communication technology) and related technology such as email, the internet and mobile devices 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 content. If you have any concerns or need clarification you can talk to Pauline Cheeseman, Little Rays E-safety lead.

GDPR and Data Protection Act 2018

PERSONAL AND SENSITIVE DATA

Personal data relates to someone who can be identified, directly or indirectly, by an 'identifier such as their name, or an identification number, or by location.

It also includes online data which identifies an individual. For example HR records, including sickness absence, performance appraisals and recruitment notes are personal data.

Sensitive personal data includes information about an individual's race, ethnicity, politics, religion or beliefs, trade union status, health, sex life, sexual orientation or crimes. Genetic or biometric data (for example, fingerprints images for security or payment systems) are included. It is legitimate to process personal data where necessary to carry out an obligation under an employment contract or collective agreement.

Criminal records are also sensitive data. Employers can carry out criminal record checks for roles that involve working with children or vulnerable adults but not on a routine basis.

Health information should only be held with explicit consent from the individual. Processing medical records may be permissible in certain circumstances. For example, assessing working capacity or confirming diagnosis.

When handling personal data, organisations must have confidentiality safeguards. Employers must tell employees why the organisation is collecting the information, what happens to it and who will see it.

All staff will agree to the following :

- I will comply with Little Rays E-safety policy
- I understand that using the settings ICT system for a purpose not permitted by Little Rays may result in disciplinary 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 settings 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 Pauline Cheeseman.
- 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 property rights.
- I will only take, securely store and use images of children, young people 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, member of staff or manager.
- I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings 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 safety to the e-safety lead, Designated Child protection officer (DCPO) or manager.
- I understand that sanctions for disregarding any of the above will be in line with the settings disciplinary procedures and serious infringement may be referred to the police.

Reference

GDPR and data Protection Act 2018

This policy was adapted for	Little Rays	Pauline Cheeseman
On		13.10.2020
Date to be reviewed		2022
Signed on behalf of the provider		Jeanette Collings 23.03.2022
Reviewed 05/09/2025		Mairead Cheeseman