E-safety Policy

Mobile, video games, digital, video images, computer and social networking Policy

As a nursery our commitment to E-safety and the wellbeing of each individual child is prioritised at all times. We make a commitment to making sure the following policy is followed by all Management, Owners, Practitioners, Students, Volunteers and Visitors.
Our E-safety champion's at Puss 'n' Boots are: Kirsty Woodland, Fiona Garvey, Rachael Alderson and Kim Morris but Rachael Alderson has overall lead

Our staff are able to take digital and video images to use for educational aims and purposes but they need to make sure the below points are adhered too.

- We believe that digital and video images are to be only taken if we have written permission from the parents.
- Parents must be made fully aware of how the images are being used and where the images are being stored.
- If any digital images are being stored then they should be stored on a separate file and be accessed by the setting practitioners only (in according to the Data Protection document).
- Practitioners only take digital images of the children using the nursery camera/video camera/tablets (for Tapestry) and only take them to support educational aims.
- Parental permission is gained for use of Tapestry (online development learning journal) and Tapestry policy is to be adhered to be all

- Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Once the children's photographs have been printed from the nursery memory cards, they are to be deleted.
- Children with an allergy will have a photograph kept on file of them to be placed on the allergy boards in their rooms. We will update their photograph as the child gets older.
- Written permission must be obtained and recorded before photographs are used on setting website or for any similar purpose.
- Parental consent for photographs/digital images are to be recorded during setting events i.e.: parties, fetes and fundraising must be sought prior to the event. Individual parents' wishes must be considered.
- If using a professional photographer written parental permission must be obtained prior to the event and staff must ensure the photographer is reputable, has appropriate DBS checks and is never left unsupervised with the children.
- Children's full names are not to be used anywhere on the web-site or literature.

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

- Mobile phones are to be put on silent during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in staff lockers, or within the child free office area, at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Our Senior member of the team is to take the nursery phone for emergencies and so the nursery can contact them if they need too.
- The nursery phone does have a camera built into it but it is not to be used at any point and is checked regularly.

- Staff are to give the nursery contact number to family/friends as a point of contact
- Setting practitioners are not to use any mobile phone to take a picture of the children
- Smart watches are not to be worn by practitioners at any time. They can be stored in the office (child free zone) if needed.

Parents and visitors use of mobile phones

- The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children

Parents are also requested not to allow their child to wear or being in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities such as vetch. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery or their professional responsibility.
- Staff need to be aware of how their 'friends' may share their information, photos, etc and how this may compromise their professional reputation.

- Staff are not to allow parents to view their page on social networking sites – ‘or be friends ‘ as this relationship must remain professional at all times
- Should practitioners be family and friends of children’s parents before the child has attended nursery and they feel they have good reason to continue this contact via social media they must bring this to the attention of owner/manager of nursery. They must be open, honest and transparent. Both parties – parents and practitioner will be asked to fill out a social media contact in which strict guidance set to protect all parties and the nursery.
- Photographs, names of or comments about children within the setting must never be placed on any social networking site.
- The computer/laptop should not be used to access social networking sites at any time, including designated breaks unless to access nurseries own Facebook page.
- All communications should be transparent and open to scrutiny.

We believe that our computers and laptops are vital to use in everyday at nursery. It is important to keep our computers safe and working for the purpose we intend.

- Practitioners should not use the computers/laptop for personal use
- Practitioners should ensure that all programmes used and websites accessed are appropriate and that children are not able to access or download material which is unsuitable.
- Practitioners should not forward any of the setting work, files, information etc. stored on the setting computer/laptop to their home PC apart from Staff Rotas.
- Child Pornography is illegal and therefore access to child pornography images is illegal, this is likely to be traced and will lead to disciplinary and potential legal action.
- Memory sticks should only be used if they belong to the nursery and then be left at the setting.
- Staff should not access, copy, remove or otherwise alter any other users files, without their permission.

- All ICT equipment should remain in the setting at all times to minimise the risk of computer viruses/confidentiality etc.
- All e-mail communication should be appropriate and written in a professional manner
- Caution should be taken if personal e-mail addresses are used on the settings computer/laptop.
- E-mail attachments should only be opened if the source is known
- Group e-mails to parents must have the e-mail addresses in the BCC box so that the parents e-mail addresses remain private.
- Illegal or inappropriate materials must not be uploaded, downloaded or accessed.
- Practitioners should not install or store programmes of any type or try to alter any computer/laptop settings, unless permission has been granted and changes are in line with the policies.
- Practitioners can use the laptops in the rooms but camera's must be covered at all times. In the Baby room Laptops are not be used with the children unless it is to listen to music.
- Assessors and inspectors can use laptops around the children as long as the camera is covered or disabled and shown to a member of the team.

Internet

- All children only have access to appropriate websites and staff to ensure that appropriate filters are in place and pop ups are blocked.
- Staff are to ensure that safe search engines are used
- Children are to be taught how to use the internet safely from an early age.
- Staff must only access the internet in their working time for work purposes.
- Computer virus checks will be carried out and recorded.

The children like playing with appropriate games consoles and can be used for educational purposes, it is important however that the games are appropriate and suitable for the ages of the children playing with them. All use with computer consoles should be supervised and monitored and children encouraged to participate in a broad range of activities. All games should be originals and not

copies. Parents should be made aware that computer games are available and can have a choice if they do not want their child playing with this equipment. Children should also be closely supervised to ensure that they are not accessing the internet via the console.

The professionals online safety helpline:03443814772 or email:helpline@saferinternet.org.uk

All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.