

E-Safety Policy

The aim of this policy is:

- **to ensure that children are not harmed, placed at risk or bullied through the use of the internet and social media networking sites.**
- **All staff working in the setting have a clear understanding on how to protect children and themselves**
- **To ensure that parents and carers have a clear understanding of the legal responsibilities relating to e-safety.**
- **E-safety is a safeguarding issue. This policy will be reviewed annually and revised in light of latest advice.**

St. Nicholas Nursery accepts that the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

Use of the internet at nursery

The staff are permitted to use the internet on the nursery computer/ipads providing it is for the educational benefit of the children. This may be for gathering information, images, ideas or appropriate video footage for the children.

If a staff member wishes to access the internet for their personal use this must be at the strict request of the duty manager and she must approve the specific web site that is to be accessed.

Staff may access the internet for personal use via their personal phones in their own time and only during their staff breaks.

Use of e-mail

Email can be used by staff for work purposes from the nursery computer but only sent through the nursery's email account (manager@stnicholas-nursery.com/deputy@stnicholas-nursery.com).

Where a member of staff wishes to send information via the nursery e mail account they must obtain strict permission of the manager. Emailing of personal, sensitive, confidential or classified information should be

avoided and if required necessary to do so should be at the express consent of the manager.

Staff are asked not to contact parents from their personal email accounts nor give out their personal email addresses.

Use of photography

There is no circumstance that will justify adults possessing indecent images of children. Adults who access or possess links to websites containing any of this material will be seen as a significant threat to children.

It is never appropriate to take photographs of children in a vulnerable or sensitive position.

The use of photographs –

On a child's entry to the nursery, all parents/carers will be asked to give permission to use their child's work/photos in the following ways: For display in the rooms and the nursery building • For the nursery Facebook page. • For both their own and other children's Tapestry account. (Informed written consent for "Looked After Children" must be obtained from the child's social worker NOT their carer.

This consent form is considered valid for the entire period that the child attends nursery unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information. Parents or carers may withdraw permission, in writing, at any time.

To safeguard your child all photographs are taken and stored ONLY on labelled nursery cameras/ipads/computer. ONLY photographs to document children's development, put on nursery facebook page or to share information on displays in the setting should be taken whilst at nursery. Ipads are stored securely in the setting safe.

Parents taking pictures:

We will also request that visitors leave their mobile phones and smart watches in the office and that parents do not take unauthorised photographs of their, or other children at the nursery. Any students

wishing to use photographs for their study purposes will be asked to gain permission of the parents beforehand.

We appreciate that many parents will want to record their children at special events, for example Christmas and summer parties. However with respect to other family's privacy we ask them NOT to take photographs/ videos. Any reports of parents not complying with this request will be dealt with by the manager.

Mobile phones with cameras:

Staff will be asked to leave all their mobile phones/smart watches in their lockers.

If a member of staff needs to use a phone they may use the nursery's own phone if they do not have access to their own whilst on a break, off site or in the staff room. When we go off premises for an outing or visit nursery phones should be taken. The policy of phone use applies whilst on off site visits.

Visitors.

The same request will be made of visitors and any volunteers/ students who are on site.

Storage of Images

Images/ films of children are stored on the nursery's computer/ipads.

- ON a regular basis staff should delete images when they are no longer required, and when the child has left the nursery.
- Tapestry accounts will be kept active for 6 weeks after a child has left to give parents the opportunity to print off the document.

Social Media.

No pictures taken at the nursery setting should be published on personal/ parent/carer social media pages. It is vital that parents understand that they cannot copy or screenshot any of the pictures uploaded via Tapestry or Facebook. These are private photos for one use.

If staff have chosen to accept friend requests from parents of children at nursery due to another connection with the family they are asked to

ensure any posts made are respectful of the setting and always maintain a professional attitude towards their work.

Social media sites other than the setting's own Facebook page should not be accessed on the nursery computer/ipads. Staff may access their own social media pages from their own phones but only during their agreed breaks. Do not make disparaging remarks about your employer/colleagues.

- Other users could post a photo on their profile in which you are named, so think about any photos you appear in. Staff facebook accounts should be private-Parents may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer. It is not advisable to publish your date of birth, home address or place of work on Facebook.
- Adults who work with children must ensure that the children are not exposed to any inappropriate web links or images.

E-Safety Acceptable use agreement

ICT 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 sign this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to a Manager.

- I will comply with the St. Nicholas Nursery e safety policy
- I understand that using the setting's ICT system for a purpose not permitted by St. Nicholas Nursery may result in disciplinary or criminal procedures. I will comply with the ICT system and not disclose any passwords provided to me by the manager.
- I will only use the setting's email/ internet for professional purposes.
- I will not use the setting's ICT system to access personal emails.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. I will only take, store and use images of children, young people or staff for professional purposes in line with the setting's E-Safety policy and with written consent of the parent, carer or staff member. I will not distribute images outside of the setting without the permission of the parent/ carer, 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 setting's 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 Child Protection Officer or Manager.
- 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 agree to follow this code of conduct and to support the safe use of ICT throughout the setting.

Staff name: _____

Staff signature: _____

Date: _____