E-Safety Policy

Dated 05.05.2020

As a part of the 'Every Child Matters' agenda set out by the government, the Education Act 2002, the Children's Act 2004 and the Childcare Act 2006, it is the duty of the setting to ensure that children are protected from potential harm both within and beyond the Nursery setting. Therefore, the involvement of children and parents/carers is also vital to the successful use of on-line technologies.

Social Networking

Social networking sites have emerged in recent years as a leading method of communication proving increasingly popular amongst both adults and young people alike. The service offers users a public and private space through which they can engage with other on-line users. With responsible use, this technology can assist with the development of social skills whilst also providing users with access to a range of easily accessible, free facilities. However, as with any technology that opens a gateway to online communication between people, there are a number of risks associated which must be addressed.

Our Nursery is committed to delivering a high quality service, which is accountable and maintains public confidence.

Our Nursery will not accept or condone any behaviour by staff or other adults associated with the setting that is contrary to the settings aims and objectives, policies and procedures. (See also our Safeguarding Policy).

The Nursery encourages staff members, students and volunteers involved in social networking outside of working hours, to follow this advice:

1. Do not share personal details such as private email address, telephone number or home address with children's parents/carers. It is recommended that staff ensure that all possible privacy settings are activated to prevent members of the public from making contact on personal profiles. The simplest and most effective way to do this is to remove personal details from search results and turn off public visibility.

2. Staff should not engage in personal online contact with parents/carers outside of the Nursery's authorised systems.
3. Staff should ensure that full privacy settings are in place to prevent children's parents/carers from accessing photo albums or personal information.
4. Staff are advised against accepting invites from children's parents/carers to ensure that the relationship remains on a professional footing, ensuring that confidentiality and children's safety is not compromised.
5. Social media sites other than the setting's own Facebook page should not be accessed on the nursery computer.
6. Staff may access their own social media pages from their own phones but only during their agreed breaks.
7. Do not make disparaging remarks about your employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.
8. Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed. Parents may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer.
9. If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact your Manger immediately.
10. It is not advisable to publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account. Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click "Privacy Settings". Under "Applications and websites" click "edit your settings". Scroll down to "instant personalisation" and make sure the checkbox for "enable instant personalisation on partner websites" is unchecked.
11. Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

IT / Internet Use in the setting

1 The staff are permitted to use the internet on the nursery computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme or video footage for the children.
2 All hard drives are encrypted. Learning Journeys use a cloud based service. Learning Journeys are setup online for parents and are password protected.
3 Emails containing personal / sensitive information eg Child Protection matters / reports are sent via secure routes using the mechanisms provided by the LEA.
4 Emails to parents should not be sent from private email addresses but using work email addresses instead.

Photographs

1. 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 online learning journeys
For display in classrooms and the school building

For the nursery prospectus and other printed publications or displays that the nursery may produce for promotional purposes beyond the nursery building
For the nursery website
For the nursery Facebook page
For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
When a group photograph is to be taken, parents who have refused permission, will be contacted if they would like consent on the particular occasion.
For use in sharing at training events or for staff members continued education purposes, eg sharing with the local authority.

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. Pupils' names will not be published alongside their image and vice versa. If we use an individual image of a child then we will not use the name of that child in any accompanying text. If we name a pupil, no photograph will accompany the article.

We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of pupils or teachers that that have been drawn by pupils. We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of pupils or teachers that that have been drawn by pupils.

Where newspapers insist on using the full names of pupils with photographs, as long as the nursery has secured parental consent and parents know that their child will be named in the newspaper, and possibly on the newspaper website, then we will have met our safeguarding obligations. If schools or parents have any concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission.
Where parents have withdrawn permissions eg to be photographed for Learning Journeys, staff will be regularly reminded at staff meetings,

2. To safeguard your children all photographs are taken ONLY on the nursery's camera / tablets and not individual's cameras or mobile phones. Photographs are then stored on the nursery or manger's computer only. ONLY photographs to document children's development or to share information on the web site/ displays in the setting should be taken whilst at nursery.

3. Parents taking pictures.
We will also make the request of visitors that they take no 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 the nativity plays. However, with respect to other family's privacy we ask them to agree to only publishing pictures or video footage of their own children on social media sites.

Any reports of parents not complying with this request will be dealt with by the manager.

Mobile phones

1. Staff will be asked to leave all their mobile phones in a safe storage place on entering the nursery (in the office). If a member of staff needs to use a phone they may use the nursery's own phone, or their own whilst on a break off site.

2. When we go off premises for an outing or visit, phones may be locked in the staff lockers. Two phones should be taken on off site visits to ensure reception can always be had. The policy of phone use applies whilst on off site visits.
   Only in exceptional circumstances may a staff phone be used for photographic purposes (for example in absence of a camera). Where possible this will be the manager's phone. Any images captured on phones will be immediately transferred to the nursery computer and deleted from the mobile device.

3. Visitors.
   The same request will be made of visitors and any volunteers/ students who are on site. Visitors who are required to keep their phones with them are not left unsupervised with children.

4. Storage of Images
   Images/ films of children are stored on the nursery's computer.
   Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the manager.
   Rights of access to this material are restricted to the nursery staff.
   On a regular basis the manager should delete images when they are no longer required, and when the pupil has left the school.

5. Staff, volunteers and visitors are not permitted to use any recording equipment on their personal phones.

Name	Signature	Date Read/Reviewed
	5	