

# On-line Safety Policy

This policy is a legal requirement and covers all forms of information and communication technology. This enables adults and children to communicate and learn to use ICT safely and includes acceptable use of:

- Internet, e-mails, storage of documents and children's records and images
- Social networks
- Cameras
- Mobile phones
- Children's assessment and development records.

(Please refer to GDPR Privacy Notice for further information regarding storing and sharing personal information).

## Internet:

- We have 1 computer and several tablets which are accessed by a secure password known only to staff.
- The computer/tablets when used only by the children are not connected to the internet as a rule but can be if required. Only children friendly, age appropriate software is used.
- The computer/tablets used by staff used are mainly used for Tapestry, letters, display work, activity ideas etc but has internet access at all times. Only appropriate material is sourced on the internet and as careful as we are, we are aware that inappropriate material can 'pop up' at any time. If this should occur, the program would be closed immediately and the incident recorded in our ICT Log book.
- The computer is protected with security and anti-virus software.

## Social networks:

- Children do not use any social networks. The nursery does have a site set up and this is used for sharing information about the setting, sharing photos of those children (who we have permission to share with social networks) during activities and outings etc.
- Some members of staff have personal sites which are secured by passwords known only to themselves which can be accessed during their breaks but at no other times. Under no circumstances are any matters relating to nursery to be included in their personal sites. Any abuse to this rule will be dealt with in an appropriate manner.

## Cameras:

- Personal cameras must not be used within the nursery.
- There are 2 cameras authorised to use and available within the nursery for staff and children to use but the purpose of these are to:
  - Capture spontaneous moments to support the observation requirements of the EYFS;
  - Share photo's with parents;
  - Use for our display boards along with the children's work.
- Parental permission will be sought to take photos prior to doing so.
- No camera equipment is to be taken off site other than during an outing and only for the reasons stated above.

## Mobile phones:

- As a main rule, the use of personal mobile phones is not permitted except for at staff break times and they must be kept with staff belongings at all other times, out of sight and use. The only exception to this rule is for those members of staff who have children of school age who could be needed to be contacted throughout the day. Those phones must be kept on the side and only used in the situations of the school contacting them in case of illness or an emergency.
- The recording or sharing of images, video clips or audio material on any mobile phone is prohibited except where it is explicitly authorised by the Manager for safeguarding.
- All mobile phones must be open to scrutiny and the Manager and/or Safeguarding Officer will consider withdrawing or restricting authorisation for use if at any time it is deemed desirable to do so.
- All visitors to the setting will be required to leave their phones in with their personal belongings in a safe place out of the children's reach.

- The nursery Mobile phone can be used by all members of staff for information and photograph sharing with parents, contacting parents and any other business that is in line with this and our safeguarding policy.

From July 2015 The Prevent Duty came into force and The Counter Terrorism and Security Act 2015, section 26, placed a duty on specified organisations including childcare providers to prevent people from being drawn into terrorism. Within our setting, staff will continue to use computer software and the Internet to develop children's learning but with a strong emphasis on safety with regard to radicalisation and terrorism threats.

Written by: Emma Bray on 23/07/2015

Updated by: Emma Bray on 22/12/2015

Review date: 22/12/2016 Updated: 03/02/2017 Updated 30/08/2017 Review date: 30/08/2018 Updated 06/11/2018 Review date: 06/11/2019