



## E-Safety Policy

This policy is designed to cover all aspects of IT and social networking. Staff must ensure they follow these procedures at all times.

- **Mobile Phones:** These must never be used in the children's rooms or changing area/toilets at any time. Staff may use them in their breaks but only in the staff room/office or off the premises. Staff must ensure that Parents/carers do not use their mobile phones in the nursery or grounds at any time. Phone calls can only be made during work hours in an emergency and must be made/taken in the office. No staff are allowed their mobile on their person and they must be stored away appropriately in their locker or office/staff room if locker is out of order.
- Staff must ensure the **Nursery mobile** is charged and has credit when it is taken on trips and outings off site and management must check the contents upon return.
- **Fitbit's** or similar devices are allowed as long as they do not have a camera or can be used for text messaging.
- The **internet** may be accessed during working hours by using the office computers and must be used for appropriate nursery business only. Children are only allowed to access the internet under strict adult supervision. This is to protect children from accessing inappropriate material such as nudity, sex, extremist material etc.
- **Social networking sites** must not be used or accessed using the settings computers or during works time. Staff must not accept parents or guardians of any child currently attending at the setting as 'Friends'. Students who are attending the setting must not be accepted or requested as 'Friends'. Photographs and video's of children who attend the setting must not be taken by any staff member in or out of the setting for personal use and/or displayed on any social networking site.
- It is illegal for children under 13 to have a Facebook account. Should a parent disclose that their child has one then they need to be informed of the law.
- **Cameras and video** must only be used to take relevant photos and/or images of the children. These must be suitable to be used for their learning journals and other appropriate documentation or displays. No photos' can be left stored on the PC (password protected) or camera's once they have been printed. Any surplus pictures must either be sent home with the parent or shredded. Permission must be sought from the parent/guardian. **Children reserve the right to refuse their photo's to be taken or shared.**
- All parents are asked at visits if they would like to bring in photos of people that may be special to the child. Parents are asked to gain permission from the people of whom are in the photo, to ensure that they have given their consent to be shared across the nursery.
- **Email** must only be used for nursery business. Personal, spam or joke emails should not be sent or accepted or sent under any circumstances.
- Images of the children can only be displayed on the **Nursery website** with Parents/Carers consent.
- Staff must not state their place of work on any social networking site.
- Staff members must not use or store any parent/guardian or student telephone numbers for personal use.
- **Private socialising** outside of the setting is not acceptable, unless a staff member is related/previous close personal relationship was established before the child commenced the setting. Should a staff parent attend a function outside the setting with a parent i.e. a child's birthday party, the safeguarding



- **Education:** The preschool team will work with children over the year to carry out work around safety on the internet/social working sites using the Digi Duck tool.
- **Nursery Facebook Page:** The nursery has a Facebook page. The Facebook page is managed and monitored by the management team. The page is only for the use of parents/carers/staff and only Melissa or Gemma can post to the page. The parents have the choice to sign a declaration form of whether they wish for their child to appear on the page or not. Any negative comments are managed and dealt with straight away should this occur. Parents are informed of the Facebooks uses and are told to take all enquires about payments/days/complaints or any other business into the office or via email. Where possible, children's faces will not appear in the photographs and it will be of the side profile or back of the child. The Facebooks primary use is to share lovely activities with parents and also to post reminders and upcoming events to parents to keep them in the know.
- Any breach of the above points must be reported to the safeguarding officer immediately who will investigate the incident.
- This may result in a 'right to search' being carried out on team members bag, locker, other property including mobile phones or other electronic devices as set out in the employees' handbook, disciplinary action being taken or the police being informed.
- Any staff accessing inappropriate/extremist material will be dealt with following the safeguarding procedure as outlined in the safeguarding policy.

Reviewed January 2018

Next Review Date January 2019

Signature:.....

INFORMATION FOR THIS POLICY WAS SOURCED FROM: Hull safeguarding children's board and Hull CC, E-Safety training