



E-Safety Policy

“At Little Acorns we constantly strive to provide a secure, stimulating, and positive environment for all children. Each child’s abilities, talents and skills can be developed to reach their potential. Our wonderful curriculum is embedded by our skilled, motivated, and caring practitioners”.

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

- **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.
- **Fitbits** or similar devices are allowed as long as they do not have a camera or facilities that 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 unless posting to the nursery’s Facebook page. 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 videos 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/Facebook** 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 officer should be informed previously, private details of the setting should not be disclosed and video's/photos of any children that attend the setting should not be taken.
- **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 and Smartie Penguin tool.

Tablets, Gaming Consoles or Smartphones can all be used to go online so it is important to think ahead about what safety features are available and set them up in advance. The UK Internet Safety Centre have some very useful checklists with things to consider when choosing different devices. Tip: The Safer Internet Centre has some excellent advice in their Parents' guide to Technology and includes device-specific settings for different models: <https://saferinternet.org.uk/guide-and-resource/parents-and-carers>.

Setting up Parental Controls on the home internet connection may seem a little daunting but the highly regarded Internet Meters website has some useful guidance from major broadband providers about setting up online filters. Tip: Use the Interactive Guide on the website at: <https://www.internetmeters.org/parental-controls/>

Agreeing some Behaviours and Expectations before children receive devices can prevent some difficult conversations later. Additionally, Childnet have a handy Family Agreement which can be useful, especially for younger children – see <https://www.childnet.com/blog/family-agreement/>
Tip: good agreements work both ways so if family-time involves no tech, this applies to adults too!

Not sure about Snaps, Streaks or Insta? The variety of Apps and Social Media tools can seem bewildering at first but the very highly recommended resources from O2 and the NSPCC is an excellent way to find out more about the different apps and games your child may use – see: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/#guides>

Games can be over-looked but remember most modern consoles connect online and often have in-built web browsers. Ensuring appropriate gaming content is also important so check the PEGI-rating for different games, including the descriptions such as Sex, Violence or Bad Language – see: www.pegi.info

- **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 enquiries 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 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.

- The setting will have regular monitoring of any potential harmful material on our pc's/IPAD's etc.

Reviewed February 23 Signature:

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