

## **e-safety Policy**

### **Child Images, Computer and Internet Use**

Nursery uses computer, photographic and video technology to enhance the educational experiences of the children in our care. On a regular basis we take pictures of children involved in nursery activities, which we use for teaching, observation and publicity purposes.

### **Computer and Internet Policy**

The Nursery computer in the main office is connected to the Internet. The Internet provides a number of important and valuable contributions that can enhance learning and understanding in all areas of the nursery curriculum,

Computers in pre-school rooms are not connected to the Internet.

We will endeavour to ensure that the use of internet-derived materials by staff complies with copyright law.

### **Social Networking Policy**

It is likely that many staff/ parents belong to a social networking site (eg. Facebook, Twitter, My space). Nursery policy states that:

Access to social network sites is not permitted at nursery other than during breaks.

Staff:

- Staff remain professional and do not discuss nursery business
- Staff do not name or discuss any information regarding other staff members, children or parents associated with the setting past or present
- Staff do not request or accept the invitation to befriend nursery parents/carers at any time
- Staff must ensure that privacy settings are set to private and that content is appropriate, including photos and language used

Parents:

- Current Parents are strongly requested not to invite staff members to be friends via a social network
- Parents are strongly requested not to discuss nursery business on any network site. All issues or concerns must be discussed with the nursery manager.
- Parents are strongly requested not to place photos from a nursery event of any kind onto a social network site

### **Child Images Policy**

As a nursery we regularly take individual or group photographs of the children in our care. These images may be used for display inside the nursery areas, in our prospectus or on our website. We also use the images for teaching, observation and publicity purposes. The nursery has been using photographs of children in such ways for many years with no problems. However to comply with the Data Protection Act 1998 the nursery requires permission from parents/carers to take these photographs.

As a nursery we will:

- Seek parental permission for images to be taken or used for teaching, observation and publicity purposes for every child in our care
- Not identify individual children in our displays, prospectus or on our website without parental consent
- Use only the nursery cameras to take photographs

Updated September 2014

- Ensure all staff are aware that the use of personal mobile phones to take photos or videos is not permitted – failure to adhere to this will lead to disciplinary action Ensure that visitors are aware that the use of mobile phones to take images or record videos is not permitted Strongly request that parents do not place photos taken at a nursery event of any kind onto a social network site Never use images taken at nursery or a nursery event and place onto a social network site  
**Mobile Phone Policy**

To ensure the safety and welfare of children in our care the nursery operates a mobile phone policy which stipulates that:

Staff/Volunteers:

- Personal mobile phones cannot be used during contact time with children.
- All personal mobile phones must be kept in the main nursery office.
- Phones may be checked during staff break times and any urgent calls may be returned at the discretion of the Manager.
- If staff/volunteers have a personal emergency staff/volunteers may use the setting's phone.
- Staff/volunteers must ensure that the Manager has up to date contact information and that they make their families aware of the main nursery telephone number for any emergency. This is the responsibility of the individual staff member/volunteer.
- Ensure all staff/volunteers are aware that the use of mobile phones to take photos or videos is not permitted.
- Staff/volunteers will be educated on the importance and safety issues for themselves and children regarding this policy.
- Failure to adhere to this policy will lead to disciplinary action. (Verbal and written warnings and ultimately dismissal.)

Parents/Visitors

- Ensure that all parents and visitors are aware that the use of mobile phones in nursery is not permitted