E-SAFETY POLICY

Technology has developed over recent years and is continuing to evolve. E-safety encompasses not only the internet but also wireless communications including mobile phones, cameras and web-cams. The internet contains a wealth of information as well as having profound effect on the way we communicate. We encourage all practitioners to recognise the exciting opportunities that technology provides. This should be central to your role of supporting the learning and development needs of children. It is therefore important that you have a clear and agree understanding of the benefits and risks of such technology.

To minimise risks of misplaced or malicious allegations and for the protection of both adults and children attending the nursery we ask that:

<u>Photography, mobile phones and cameras</u>

1. <u>No persons</u> photograph or film, without permission from the manager, at any time.
2. All parents and carers will be asked to sign their agreement for their child to be photographed, for setting use only, at the time of enrolment. Parent's wishes will be respected by all staff at all times.
3. Staff are able to justify any images of children in their possession by: -

- avoiding one to one situations which show a single child with no surrounding context
- only using equipment provided or authorised
- where possible, from the child, permission should be sought before an image is taken for any reason
- ensure that the child is in appropriate dress

4. If photographs are to be published in any manner further parental consent be sought prior to release off.
5. Staff and visitors under no circumstance use personal cameras, mobile phones or any other recording equipment within the nursery. For staff to do so will result in disciplinary procedure as gross misconduct. This also includes using nursery equipment and data downloads to personal computers.

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6. Staff and visitors ensure that personal mobile phones are not on their person at any time whilst within the confines of the work place, but remaining within their personal belongings.
7. All staff ensures their mobile phones are placed in the container which is then sealed and placed securely in the office area. Staff MUST give out the setting telephone number for contacting as it is not acceptable to have access to personal mobile phones during the session.

Computers and internet access

1. That IT equipment belonging to the nursery should never be used to access inappropriate material, or personal equipment containing inappropriate material should be brought into the nursery
2. That if using social media sites staff will refrain from linking with families of children in our care or previously so in the past two years, even if they are all ready linked online.
3. Staff ensures that when using media such as twitter do not mention names or addresses linking to work place, colleagues or their employer and to consider a pseudonym for their protection.
4. Use of social networking sites in their recreation time or own computers must not compromise their professional integrity or bring the setting into disrepute
5. All computers should be stored securely and when left unattended locked through password. Any mobile storage must be encrypted i.e memory sticks
6. Computers belonging to the nursery will have a virus protection loaded and staff should ensure they further monitor emails that may potentially corrupt the computer such as emails from unknown/unrecognised senders
7. If using personal computers for any work related business staff will not have any information relating to any child in our care, including names of.

IT IS EVERYONES DUTY TO REPORT ANY CONCERNS ABOUT INAPPROPRIATE OR INTRISIVE IMAGES (also refer to Policies Safeguarding and Whistle blowing)

The legal framework surrounding e-safety

The computer misuse act 1990 (sections 1-3)
Copyright, design and patents act 1988
Data protection act 1998
Public order act 1986 (sections 17-29)
Protection of children act 1978 (section 1)
The equality act 2010
Sexual offences act 2003

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