



Eastlea Community Centre

Stockton Road, Seaham, County Durham, SR7 8DX

Children, Young People & Family Services



Tots 'R' Us Nursery

E-Safety Policy

Last Updated: 13th January 2020

Eastlea Community Centre – A Registered Charity: 1160391

Ofsted Registered Nursery: EY489173

E-Safety Policy

Tots 'R' Us Nursery and Eastlea Community Centre have a commitment to keeping children safe and healthy, therefore the E-Safety policy operates at all times under the umbrella of the Safeguarding and Child Protection policy and relates to electronic communications of all types.

This E-Safety policy also includes the use of mobile phones, cameras and recording devices.

The Internet is regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing lifelong learning and employment. It is important for children to learn to be e-safe from an early age and the Nursery can play a vital part in starting this process. In line with our other policies that protect children from dangers, as well as ensuring that staff protect themselves through safe and responsible working practices, there is a requirement to provide children with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks. Safeguarding is everyone's responsibility and we all have a role in helping children stay safe on line and supporting the adults who work with children in minimising risks.

The value of Information and Communications Technology (ICT) as a learning tool is embedded within the Early Years Foundation Stage. Children using the Internet within the Nursery room will benefit from a high level of supervision, to gain significant educational benefits. In addition, a range of ICT (resources) will be used which may include cameras, photocopiers, CD players, tape recorders and programmable toys in addition to computers.

It is therefore important that we support children and young people to talk about ICT apparatus, what it does, what they can do with it and how to use it safely. It is also important for parents and carers to be fully involved with promoting online safety within the Nursery, home and social environment.

The Registered Person has overall responsibility for ensuring online safety is considered an integral part of everyday safeguarding practice and will play a lead role along with the Nursery Manager in ensuring policies, procedures and best practice is in place.

The Nursery Manager (Designated Safeguarding Lead) has day-to-day responsibility for E-Safety and is responsible for:

- Developing an e-safe culture throughout the setting as part of safeguarding, which is in line with best practice recommendations (e.g. Ofsted, DfE)
- Lead role along with the Registered Person in establishing and reviewing the Nursery E-Safety policies / documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- Provides training and advice for staff
- Liaises with the Local Authority / relevant body
- Liaises with Nursery technical support
- Receives reports of e-safety incidents and creates a log of incidents to inform future online safety developments
- Meets regularly with Registered Person to discuss current issues, review incident logs and filtering
- Attends or provides reports for relevant meetings of the trustees
- Ensuring that e-safety is promoted to parents and carers and the wider community through a variety of channels and approaches

Use of the internet in the Nursery room and office

We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable. Nursery Internet access will be tailored expressly for

educational use and will include appropriate filtering. The early year's senior practitioner is the E-Safety champion for the Nursery room and takes the lead in ensuring materials accessed are safe and appropriate. This will be supported by staff, so that children do not access inappropriate content on the Internet, or have unsupervised use of the web.

In accordance with the Early Years Foundation Stage and with the Nursery's commitment to promoting children's confidence, independence and enthusiasm for learning, we provide children with a range of ICT equipment as part of their learning environment. This includes desktop computers, whiteboard, laptop, cameras, programmable toys, and other technological devices designed to enhance their learning. At the same time, the Nursery develops children's awareness of how to keep themselves safe in relation to their bodies, their own behaviour and that of others. The Nursery is committed to enabling children to recognise and assess risk as a key way of learning how to stay safe. This approach is adopted in all sorts of activities and practices from using scissors to playing outside on the climbing frame. Removal of these activities would prevent children from assessing that risk, and it is the same with technology and the Internet. Therefore, the focus is upon educating children to know what is right, what is safe, and what is not.

Staff are permitted to access the internet on the Nursery room computer providing it is for the educational benefit of the children. This may be for gathering information, images, or to use age appropriate learning programmes/games or video footage for the children.

The Nursery Manager will ensure that the appropriate filters are applied to the computer and laptop within the Nursery room. There are different logon passwords for children and adults within the Nursery room. The Nursery staff are responsible for:

- Monitoring use of the PC by the children during Nursery sessions
- Ensuring that material accessed by children is appropriate
- Ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- Ensuring that the Nursery Manager is informed immediately if staff or children discover unsuitable sites have been accessed on the Nursery computer, so that the filters can be reviewed

Staff have access to the Internet in the Nursery office to support their professional work and to allow effective planning and source resources. Staff may use the staff logon for this purpose only or ask a manager to find the resources they need. Staff must ensure they logout immediately after they have finished. Nursery Staff must NOT access unsuitable sites. A breach of this policy will be considered gross misconduct by staff and will be dealt with accordingly.

Electronically held personal information must be stored securely and within the guidelines of the Information Commissioners Office (ICO) www.ico.gov.uk. We are registered with the Information Commissioner's Office in regard of our data protection responsibilities and a copy of our certificate is available on request.

Nursery Website

The point of contact on the Tots 'R' Us Nursery website (www.eastlecommunitycentre.co.uk) will be the Centre address, Nursery email (held by the Nursery Manager) and Centre telephone number.

- Staff or children's home information will not be published
- Website photographs that include children will be selected carefully and children's names will not be used anywhere on the website, particularly in association with photographs
- Written permission from parents or carers for featuring their child on the website is requested when each child starts at the Nursery and parents/carers wishes are followed at all times
- Children will not have access to e-mail
- E-mail addresses allocated to members of staff will not be used for personal use

- E-mailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the Manager
- Staff are asked not to contact parents from their personal e-mail accounts nor give out their personal e-mail addresses

Social Networking

Staff, trustees, volunteers and students must be aware of their responsibilities to the Tots 'R' Us Nursery and Eastlea Community Centre when using social networking sites and mobile technologies. Due to the increasing use, staff, trustees, volunteers and students must be aware of the possible impact upon their professional or voluntary position. This is to protect individual privacy and to act as a safeguarding measure for staff, trustees, students, volunteers, parents/carers and children.

Although the Nursery and the Centre has a Facebook page for information for parents and carers only, on-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the Nursery.

Staff, trustees, volunteers and students must not post anything onto social networking sites that could be construed to have any impact on the Centre or Nursery's reputation, or that would offend any other member of staff, trustee, volunteer, student, child or parent/carer. Our policies and procedures must be adhered to at all times, even outside of working hours. It is important to maintain status as a professional member of staff, trustee, volunteer or student. All staff, trustees, volunteers and students are required to sign the 'E-Safety Policy Acceptable Use Agreement'. Disciplinary action could result if the Nursery or Centre is brought into disrepute. Any known or suspected incidents are to be reported immediately to the Manager.

It must be recognised that social networking sites and mobile technologies can be used for negative and anti-social purposes.

- Staff, trustees, volunteers and students should be aware that comments and photographs placed on social networking sites are in the public domain and as such may affect the reputation both of the individual and the reputation of the Nursery/Centre
- Staff, trustees, volunteers and students should not engage in any postings which may be viewed as offensive, racist, of a sexual nature or involve any illegal activity. Any such behaviour will be subject to investigation and may be viewed as misconduct and result in disciplinary action being taken
- Staff, trustees, volunteers and students choosing to engage in social networking communication with colleagues from the workplace should not discuss workplace related issues or engage in postings which could be viewed as bullying, persuasive or construed as harassment
- Staff, volunteers and students are not permitted to become 'friends' with, or to add, accept or otherwise encourage or engage comments from parents and carers of children attending the Nursery
- Staff, trustees, volunteers and students engaging in social networking should ensure that they understand privacy settings and ensure that settings designed to maintain and protect confidentiality are set as appropriate in order to ensure information on personal accounts is not viewed without consent
- Any electronic communication between staff, trustees, volunteers and students at the Nursery and parents, must be compatible with professional roles and not be open to misinterpretation
- Staff, trustees, volunteers and students who have close friendships or family relationships with families using the Nursery must be absolutely clear of their professional duties and responsibilities and ensure that boundaries between professional and personal practice are not compromised in any way
- Staff, trustees, volunteers and students must maintain confidentiality at all times and must not disclose any personal information or engage in any external communication about families, children and other services users

- Staff, trustees, volunteers and students using social networking sites for the purpose of professional development or in relation to their professional role should be clear about professional responsibility and must not engage in any communication which may be construed as unprofessional, or which is likely to cause offence or embarrassment
- Staff, trustees, volunteers and students must not under any circumstances post or download any materials, images or information in relation to children and families using the Nursery
- When using social media sites no reference should be given to specific children or parents/carers by name
- No pictures taken in the Nursery setting should be published on personal social media pages
- Social media sites other than the Nursery's own Facebook page should not be accessed on the Nursery computer
- Staff, trustees, volunteers and students may access their own social media pages from their own phones but only during their agreed breaks
- Other users could post a photo on their profile in which you are named, so think about any photos you appear in
- Parents/carers may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer
- Information relating to your professional role should not be displayed in your personal Facebook profile that could link you to the Nursery
- If you have any concerns about information on your social networking site or if you are the victim of cyber bullying, you should contact your Manger immediately

Mobile Phone, Camera and Recording Device

In order to protect children and to protect staff from allegations, whilst maintaining high standards of care, only designated Nursery cameras are used for taking photographs in the Nursery. Staff, visitors, volunteers and students are not permitted to use mobile phones to take or record any images of the children. Parents need prior permission from the Manager (Designated Safeguarding Lead) to use cameras, videos or mobile phones for photographs, images or recording of special events in the setting.

Mobile Phones

- The Nursery's mobile phone is labelled as such and is kept on the top of the art cupboard, well out of the reach of children and has no camera or recording device facility and mainly used for in the event of an emergency
- Staff, students and volunteers are advised to give relatives and relevant authorities the main office number so they can be contacted in the case of an emergency **(0191 5812399)**
- Any personal devices brought into the setting should be safely stored in the office whilst on duty
- Staff, students and volunteers phones may be accessed during their break times within the staff room or outside the Nursery premises
- Any member of staff, student or volunteer found to be using personal devices during Nursery operating times will have the device removed by management and disciplinary procedures will be carried out
- Nursery emails are not to be accessed via smart phones

Camera and Recording Device

- All parents and carers are required to sign the consent form for the use of photographs, video or web by the Nursery
- Children will only be photographed using the designated Nursery camera. Cameras are to be handed in to management at the end of the working day to be locked away
- The Nursery cameras are for the sole use of photographing children taking part in activities and used for developmental records/learning journals

- Photographs are uploaded onto a secure computer, which stays on Nursery premises unless being serviced
- All images will be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity
- Photographs will be stored on the Nursery's computer, which is password protected, until the images are no longer required or the Nursery ceases to operate, should this occur then all photographs will be shredded or deleted from the computer
- Photographs are printed in the Nursery by staff and images are then removed from the camera's memory
- The Manager (Designated Safeguarding Lead) is to ensure all photographs are permanently wiped from the computer's hard disc and portable devices or other relevant devices once the images are no longer of use
- All images, including those held within learning journals will remain on site at all times, unless prior explicit consent has been given by both the Manager (Designated Safeguarding Lead) and the parent or carer of any child or young person captured in the photograph
- Should permission be given to take images off site, all relevant details are to be recorded, for example: who, what, when and why (e.g. Transition to Nursery)
- Where wall displays showing images of children are to be replaced or disposed of, these can be offered to parents where the image is of their individual child only, before being destroyed
- Children have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during indoor and outdoor play and displayed in the child's development record/learning journal for children and parent/carers to look through
- Often photographs may contain other children in the background. If a parent/carers has not completed a consent form for the relevant usage, we will not use an image where that child appears in the background
- Events such as, sports day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents/carers, staff, volunteers and students will be notified of this in advance. An announcement will be made at the start of these events and any photographs taken are for personal use only and must not be posted on social networking sites or similar internet/public domains
- No images will be taken of children which captures them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings
- Use of cameras and mobile phones is prohibited in the toilet or nappy changing area
- Should parents decide that their child should not be photographed whilst in Nursery, they can explicitly state this on the consent form – these children will be withheld from photographs that could appear in newspaper articles or any other advertising forums for the Nursery or ECC

Parents/Carers

The Nursery's E-Safety policy along with all other policies will be made known to the parents/carers during the child's registration/induction. As part of the programme of activities to support children's learning and development, all children will have the opportunity to access a wide range of information and communication technology (ICT) resources.

We recognise the important contribution and value that such resources have in promoting children's learning and development, however, we also recognise there are potential risks involved and therefore have a robust E-Safety policy and procedures in place. Parents and carers will be asked to complete an 'E-Safety Parental Permission Form' during the child's induction/registration.

We ask that parents and carers support the work of the Nursery in this area by working with us in partnership to promote the positive behaviours. In particular, we ask that parents and carers never send mobile phones to Nursery with children, and never have their own mobile phones switched on

or be using them when they drop off and pick up their children. We also ask that they teach their children how to access computers, mobile devices, programs, apps and the internet safely and responsibly.

- Parents/carers should not upload photographs or video recordings that include children other than their own, which may have been taken at a Nursery event, on social networking sites such as Facebook or twitter
- Parents/carers should not post comments about other children or members of staff on Facebook / twitter or make comments on, on-line chat rooms

Parents/carers may find the following web sites useful:

Thinkuknow:	www.thinkuknow.co.uk
Get Safe Online:	www.getsafeonline.org
CEOP (Child Exploitation and Online Protection Centre):	www.ceop.police.uk
Childline:	www.childline.org.uk
Childnet:	www.childnet.com
Kidsmart:	www.kidsmart.org.uk
Safety Net Kids:	www.safetynetkids.org.uk
NSPCC:	www.nspcc.org.uk

Closed Circuit Television (CCTV)

Closed Circuit Television (CCTV) is installed in the Centre both indoors and externally as a security measure. Cameras are sensitively positioned; for example in corridors, entrances, exits and areas out of sight to avoid the taking of inappropriate images. There is no CCTV within the Nursery room. Where images recorded give cause for concern or involve criminal activity, the Centre or Nursery manager will refer to the relevant agency.

Handling of E-Safety Complaints

The Nursery Manager and the Registered Person will deal with complaints of e-safety misuse for the Nursery. Any complaint about staff misuse must be reported to the Nursery Manager and or Registered Person. The Nursery's complaint/disciplinary procedure will be followed in the event of any cases of misuse that arises.