



ACCEPTABLE USE E-Safety (of camera's and mobile phones) POLICY **Statement of intent**

This policy represents the agreed principles for acceptable use of camera's, mobile phones and E-Safety throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy. The named persons for e-Safety is **Nicky Hobson (Nursery Manager)**

Policy statement

Jack in the box nursery has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

EYFS key themes and commitments

A unique Child

1.3 Keeping safe

Positive Relationships

2.1 Respecting each other

2.2 Parents as partners

Enabling Environments

3.4 The wider context

Learning and Development

4.4 Personal, social & emotional development

Introduction

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long 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 other nursery policies that protect pupils from other dangers, there is a requirement to provide pupils 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. It is our intention to provide an environment in which children,

parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phones and cameras around children
- 3) E-Safety

Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones and cameras, digital images that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Core Principles of Internet Safety

The internet is becoming as common place as the telephone or TV and its effectiveness use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

The E-Safety Policy is built on the following care principles:

- *Guided educational use*

Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

- *Risk assessment*

We have a duty to ensure children in the nursery 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. At the setting we actively promote British Values, promote their welfare and prevent radicalisation and extremism.

- *Responsibility*

Internet safety in the nursery depends on staff, parents, cares and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

Why is it important for pre-school children to access the internet?

The internet is an essential element in 21st century life for education, business and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience. Pre-school internet access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys. The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

How will filtering be managed?

The nursery Staff will ensure that the appropriate filters are applied to the PCs in the nursery. Staff will monitor the websites being used by the children during nursery sessions. If

staff or pupils discover unsuitable sites have been accessed, they must be reported to the nursery manager immediately so that filters can be reviewed. Children have regular e-safety discussions during group times and are aware that if they click on something that they don't like to always tell an adult.

Managing Content

Staff are responsible for ensuring that material accessed by children are appropriate and ensure that the use of any internet derived materials by staff or by children complies with copyright law. Staff or children's home information will not be published. Website photographs that include children will be selected carefully and will not allow individual children to be clearly identified. Pupils full 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.

Communication

Managing e-mail

Children will not have access to e-mail. Staff using e-mail will use a nursery e-mail address. This address must not be used for personal e-mail.

Mobile Phones

Jack in the Box managers use their mobile phones during operating hours to respond and communicate with parents and managers and in emergencies as some settings do not have landlines. These phones are placed in a secure place in the setting out of children's reach.

- The Nursery allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their bag / locked in phone box or in the secure office throughout contact time with children .
- Mobile phone calls may only be taken at staff breaks or in staff members' own time within the office.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated area of the setting, i.e. office, with the managers permission.
- If any staff member has a family emergency staff need to be contacted through the managers mobile or land line.

Staff (will need to) ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

- All parent helpers/students will be requested to place their bag containing their phone in the office or another appropriate location. Mobile phone calls may only be taken at breaks or in own time within the office.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.

Jack in the Box Acceptable Use of camera's and mobile phones Policy

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff in Safe guarding policy).
- The Manager reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Facebook and You Tube

Staff must not talk about their professional role in any capacity when using social media such as face book or You Tube.

Staff must not put online any text, image, sound or video that could upset or befriend anyone connected to your setting, member of the community or be incompatible with your professional role.

Staff access to computers/ mobile phones

Must not disclose any passwords and ensure that personal data is kept secure and used appropriately.

Ensure that your online activity, both in work and outside, will not bring your organisation or professional role into dispute.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery camera is to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week and deleted off the memory card.

- If the technology is available images should be downloaded on-site. Should this facilities not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
- Photographs should then be distributed to members of staff (keyperson) to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

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Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Parental responsibility

At Jack in the Box we hold regular celebration events e.g. sharing assemblies, sports day and concerts. Managers and Practitioners must always inform spectators that the use of mobile phones and cameras are restricted for their own personal use and **must not** be shared on social networking sites.

Parents and e-safety

Parent's attention will be drawn to the nursery e-safety policy.

Handling Complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.

All staff have a duty to report any E-Safety incident which may impact on them, their professionalism or organisation.

For E-Safety support and guidance please contact 01438 843350

The policy was adopted by the managers and staff in April 2017

Review Date: April 2019

Signed on behalf of Jack in the Box