



**Little Acorns Nursery
at High Halden**

Church Hill, High Halden
Kent TN26 3JB
Telephone 01233 850113

Online Safety Policy

(includes mobile phones, use of cameras and internet)

At Little Acorns Nursery we take online safety, use of mobile phones, camera's and internet very seriously. We allow the use of these ICT products and we have detailed below clear statements underlining the way in which these can be used, and includes the treatment of any serious misuse of ICT its consequences.

Internet use and other types of technology

We have two computers within the nursery and one laptop. One computer is located in the play room for the children to access. The other computer and laptop is located in the office which is just for staff use.

If there were an incident which took place when using the computers, the incident must be reported to the designated Safeguarding Officer, (Sam Smith/Leah Calverley/Gina Burton). From there the officer will begin by removing the children/adults from the computer and then begin safeguarding procedures (see safeguarding policy).

Once an incident has occurred the information will be logged into the incident record book where it will be noted what happened, when, where and what actions to be taken next.

Children are allowed on the computer and are allowed access to the internet, but only when a member of staff is with them and they are only allowed access to Cbeebies, a children's website, available through a filter system allowing just Cbeebies to be accessed. The website is password protected and only staff know

the password. The staff computer and laptop is password protected ensuring that only those who know the password can access them. The computer and laptop have access to the internet, but is monitored closely by all staff checking with the Manager before use. Both computers and laptop are protected from viruses and have security when accessing the internet.

As well as the internet we also use Children's CD-Roms for activities tailored to the children's learning and Microsoft Word Processor. When the computers or laptop are being used for written communication, all information is written communication, all information is written in a polite and non-abusive manner respecting all ICT users. We use emails on a regular basis as another form of communication between parent/carers and outside agencies and all emails are written in a professional manner.

The children are given simple instructions regarding the use of the computer, and they are guided by the adult who is with them when the computer is in use. They are told what they can do and what they cannot do tailored in a way that they can understand.

When a child starts the setting on induction the parents/carers are shown the children's computer and are told when they access the computer, what they can access and how it is controlled.

All staff that use the computers/laptops are given in house training by the setting and also software training outside of the setting using training companies such as ASK from Kent County Council. This is to help extend and update their skills and knowledge.

Data Protection

As a children's nursery we are required with Information Commissioners Office (ICO) as this is a requirement under the Data Protection Act 1998. All personal data is kept in accordance with the eight key principles of the act the principles are that all data must be;

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individuals rights
- Kept secure
- Transferred only to other countries with suitable security measures.

Social Networks

We have our own nursery website which we do not allow any images of children at the setting nor do we allow personal information to be placed onto the website. The only personal information is the nursery's contact details.

Confidentiality is very important to maintain at all times and particularly when it comes to social networks. All staff are aware that when using social sites, such as Twitter & Facebook, they are to access in their own time and not on nursery computers/laptop.

When a member of staff/student is using the computer/laptop it is important that as well as monitoring all the activity it is still respectful to give the person some form of privacy if they have asked for it, this will be agreed by the designated Safeguarding Person depending on the situation or content.

We understand that social sites such as Twitter & Facebook are popular for all adults to use, however, we do not allow these sites to be used during nursery time on any of the computers/laptops. Those staff who use these sites are told not to accept friends requests from any parent/carer while they are at our setting, nor are they allowed to discuss any child, staff member, parent/carer of the nursery when using these sites at home for personal use as this will result in breach of confidentiality.

All communication between staff, parents/carers and children should take place in the nursery and remain simple, clear and professional at all times.

All staff and students are made aware on their induction day regarding social networking, social media, and personal publishing sites, what is and is not acceptable regarding these, and how professional behaviour must be adhered to at all times regarding this.

If a member of staff is reported of gross misconduct then this can result in an instant dismissal or criminal action (please refer to the Staff Handbook, Disciplinary & Grievance Policy).

Use of cameras

The nursery has two digital cameras and two children's cameras that are the property of the nursery, and are not allowed off the premises except when the children are on outings/trips outside of the nursery.

We do not allow any personal cameras to be used at the nursery and all personal belongings are put in the lockers provided for staff and students.

When a child starts at the setting parents/carers are asked to sign a form giving permission for still and moving images to be taken of their children within the nursery. If a member of staff requires some images regarding training purposes outside of the setting then the nursery must gain written permission from the parents of those children involved.

All personal records are updated once an academic year, from when a child starts the setting; the information will include permission for taking images of children.

Once a child has left the setting, if there are any photos of them displayed, then they will be removed and placed in their Learning Journals, which go home or are filed in the photos folder located in the office. These may be used for evidence towards our Self Evaluation meeting with OFSTED and welfare requirements if

relevant. If however the child has left and is uncontactable and the photos are not relevant for evidence the photos will be shredded at the appropriate time.

If parent/carer have not given consent for their child to have still or moving images taken of them, then the nursery will do it best to find out the reason why & try to help in anyway. The nursery will respect the parent's wishes and will not take any images of that child all the time they are at the setting.

As a small nursery we only have two cameras for the staff to use, one for the outside and one for inside use. The cameras are used on a daily basis to capture spontaneous moments of the children and to help evidence activities and observations. We also like to use the photos to show parents how their child interacts at the nursery particularly their interests and fun moments they have had.

The children have two types of cameras one is digital camera and one is a video digital camera, both cameras are only allowed to be used with the supervision of the staff during set times of the nursery routine.

When staff are using the camera's we ask the children if we can take their photo and we explain why we are taking the photo so the child understands, we never force a child to have their photo taken and we only encourage in a positive way, if it is for a particular purpose.

We record all photographic equipment when being used into a log book for cameras and other devices indicating the following;

- Name of member of staff using the equipment
- Type of equipment used
- Date and time equipment is booked in and out
- Purpose
- Any difficulties or concerns encountered

No children are not permitted to have images taken of them when they are in the toilet/nappy area at any time. Images of children are only taken when a child is in full and suitable dress and in no

circumstances are images of the children to be taken when they are in any state of undress.

When displaying children's photos we use the allocated boards along with the digital photo frame, we do not write any personal information next to the photos, we just simply write what is happening in the picture. We do not display or upload any images involving children on our website or in public situations, although at times we do have group photos of children put in the local paper to celebrate specific events, but all parents/carers are asked to give permission before the photo is taken.

We use a USB stick for saving images, but this stick does not get taken off the premises and is only used to store photos ready for printing, we store the photos on the stick for a whole academic year, as we may need to use some photos for evidence for the Early Years Foundation Stage. Once the year is up the children who have left have their photos deleted from the USB stick. It is the responsibility of the Designated Safeguarding Person to look after the USB stick and place in safe, protected place.

Mobile Phones and Other Personal Devices

All staff and students are made aware at their induction, that mobile phones or other devices are not allowed out with the children, they are to be put on silent and stored in the locker located in the staff toilets along with all other personal belongings. Mobile phones or other devices are allowed out at staff, student breaks where they are to stay in the office or off site. Mobile phones will be allowed out in exceptional circumstances regarding that particular staff member or student if it has been agreed by the Designated Safeguarding Person before the start of the day, but the mobile phone must stay in the office on the top of the filing cabinet and on silent. It is not allowed to enter the children's play area at any time.

Personal mobile phones or other devices are not allowed out in the nursery area with the children at any time, we do not allow or

accept mobile phones or other devices to be used for taking photos, recording, or audio material at any time with the children.

All staff/students are observed by the Designated Safeguarding Person regarding mobile phones or other devices are open to scrutiny at any time when in use. The Designated Safeguarding Person has the right to restrict and withdraw authorisation of the use of mobile phones or other devices at any time of deemed necessary.

When a parent/carer or visitor enters the nursery they are asked to keep their mobile phone in their bags or pockets and they are not allowed to use their mobile phone at any time whilst being on the premises, if they need to use their phone then they are asked to leave the nursery by the main entrance or go to the nursery office where a member of staff will accompany them and the door will be closed.

Work Mobile

The nursery has a work mobile that can be used on a daily basis for work related texts, incoming and outgoing calls, also for use when on mini and big outings outside the nursery, in case of emergencies. It is also key to being a backup if the nursery landline is unavailable, or if contact needs to be made out of hours.

We feel that having a work mobile phone is another positive tool to helping improve parent partnership as this gives parents another form of contact with the nursery.

We use the work mobile phone to contact parent/carers instead of our own personal mobile phones. If there was an emergency and the work landline and mobile were out of use then we would use our personal mobile phone to contact parents/carers, however this would be in extreme circumstances.

The nursery mobile is only used by the management and selective staff upon request. There is no personal information stored on the nursery landline or mobile phone except for the occasional text message which is deleted once read.

ICT Misuse

If someone has misused ICT equipment, or an incident has occurred relating to ICT, the Designated Safeguarding Person who is Gina Burton/Leah Calverley/Sam Smith, will need to be informed right away. From there safeguarding procedures will begin (please see safeguarding policy). However if the incident or misuse is not related to safeguarding then the Safeguarding person will liaise with the manager and take action from there.

This policy was adopted at a meeting of Little Acorns Nursery

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/ owner)