



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

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Manager: Mrs Daniela Drozd
Nursery Mobile: 07854 843125

Online safety (inc. mobile phones and cameras)

Policy statement

Our nursery takes steps to ensure that there are effective procedures in place to protect all nursery children, nursery staff, volunteers, parents and carers, from the unacceptable use of Information Communication Technology (ICT) equipment, or exposure to inappropriate materials in the setting.

Procedures

- Our designated person responsible for co-ordinating action taken, to protect children is: Mrs Daniela Drozd

Information Communication Technology [ICT] equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set, to ensure that inappropriate material cannot be accessed.

Internal Access

- Children do not normally have access to the internet and never have unsupervised access.
- If staff access the internet with children, for the purposes of promoting their learning, written permission is gained, from parents, who are shown this policy.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments, in relation to online safety, are completed.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;

Only go on line with a grown up

Be kind on line

Keep information about me safely

Only press buttons on the internet to things I understand

Tell a grown up if something makes me unhappy on the internet

- Designated persons and key persons, will also seek to build children's resilience, in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets, as part of social and emotional development, in age appropriate ways.
- If a second hand computer is purchased, or donated to the setting, the designated person will ensure that no inappropriate material, is stored on it before children use it.
- All computers for use by children, are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff and volunteers report any suspicious or offensive material, including material which may incite racism, bullying or discrimination, to the Designated persons, who report to Internet Watch Foundation at www.iwf.org.uk as appropriate.
- Suspicions that an adult, is attempting to make inappropriate contact with a child on-line, is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated person ensures staff have access to age-appropriate resources, to enable them to assist children to use the internet safely.
- If staff or volunteers become aware that a child is the victim of cyber-bullying, they initially discuss this with the designated persons, who will discuss with parents, as appropriate, and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Child line on 0800 1111 or www.childline.org.uk.

Email

- Children are not permitted to use email in the setting. Staff are not normally permitted to use setting equipment to access personal emails.

Staff and volunteers do not access personal or work email whilst supervising children.

Staff send personal information by encrypted email and share information securely at all times.

Mobile phones-children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone, or ICT device, with them, this is removed and stored in the safe in the store, until the parent collects them at the end of the session.

Mobile Phones-staff and visitors

- Personal mobile phones are not used on the premises during working hours.
- At the beginning of each session [before the arrival of children] all personal mobile phones are switched off and stored in the locked nursery safe in the nursery store.
- They are retrieved from the safe as the member of staff leaves the building, or when the last child has left the nursery area.
- In an emergency, personal mobile phones may be used in the privacy of the Church Office, the Church, the vestry; an area where there are no children present, with permission from the Manager/Deputy.
- Staff and volunteers ensure that the telephone number of the nursery is known to family and other people, who may need to contact them in an emergency.
- If members of staff or volunteers take their personal mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents, carers and visitors, are requested not to use their mobile phones whilst on the premises. The exception is if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.

Cameras and Videos

- Members of staff or volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the Registration Forms in nursery cupboard and children's personal files in filing cabinet in nursery store). Such use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents,

carers are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. [see Registration Forms as above]

- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

Social Media

- Staff and volunteers are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users of children and parents as friends, due to it being a breach of expected professional conduct.
- In the event that staff or volunteers name the organisation or workplace, in any social media, they do so in a way that is not detrimental to the organisation or its service users.
- Staff and volunteers observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

Electronic Learning Journals for recording children's progress

At present our nursery does not use online learning journals but if this were to happen in the future, parents/carers would have been consulted in advance and the following procedure would be followed.

- The Managers would seek permission from the chair of the nursery committee and the nursery committee prior to using any online learning journal.
- A risk assessment would be completed in line with new regulations, with regard to data protection guidelines and requirements to be rolled out in May 2018 and to include details on how the learning journal is managed, to ensure children are safeguarded.
- Staff would adhere to the guidance provided with the system at all times.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, our Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed [see Policy Document 1 in nursery cupboard]
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Further guidance

- NSPCC and CEOP Keeping Children Safe Online training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

This policy was adopted at a Management
Committee meeting of Potters Bar URC
Nursery

On	<hr/>	27 th April 2020	(date)
Date to be reviewed	<hr/>		(date)
Signed on behalf of the provider	<hr/>		
Name of signatory	<hr/>	Mr Frank Palmer	
Role of signatory (e.g. chair, director or owner)	<hr/>	Chair of Management Committee	

Other useful Early Years Learning Alliance publications

Safeguarding Children (2013)
Employee Handbook (2012)