

## The Enchanted Wood Day Nursery Ltd: Safeguarding Policies

### Online safety (including mobile phones and cameras)

#### Policy statement

At the Enchanted Wood Day Nursery Ltd we ensure that there are effective procedures in place to protect, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the Nursery.

#### Procedures

- Our designated safeguarding officers are responsible for co-ordinating actions taken to protect children:  
Elly Parsons, Julia Jones and Karen Batcheler
- 

#### *Information Communication Technology (ICT) equipment*

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

#### *Internet access*

- Children do not normally have access to the internet and never have unsupervised access.
- The staff members will only access the internet with the children for the purposes of promoting their learning, written permission is gained from parents who are shown this policy.
- The designated officers have overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- The nursery uses The Deanes internet server, all internet sites are screened and inappropriate sites are blocked.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
  - only go online with a grown up

- be kind online
  - 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
- The Designated officers 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 nursery, the designated officers 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 members.
  - Children are not allowed to access social networking sites.
  - Staff members report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).
  - 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](http://www.ceop.police.uk).
  - The designated officers ensure staff members have access to age-appropriate resources to enable them to assist children to use the internet safely.
  - If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

### *Email*

- Children are not permitted to use email in the nursery. Parents and staff members are not usually permitted to use the nursery equipment to access personal emails.
- Staff members do not access personal or work email whilst supervising children.
- Staff members 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 nursery. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the nursery office until the parent collects them at the end of the session.

### *Mobile phones – staff and visitors*

- Personal mobile phones belonging to staff members are not used in Nursery groups during working hours.
- At the beginning of each individual's shift, personal mobile phones must be stored in the Staff Room.
- In the event of an emergency, personal mobile phones may be used in the staff room or the privacy of the office with permission from the management team.
- Members of staff ensure that the telephone number of the nursery is known to immediate family and other people who need to contact them in an emergency.
- The Nursery has its own mobile phone that it is to be used on trips and outings. This is also used for tapestry and taking photos for observations. This is stored in the Data protection cupboard every evening and is password protected. This is updated regularly to the most updated factory settings.
- If the nursery mobile is not accessible, staff members are permitted to take their own mobile phones on outings. However, they are only to be used in the case of an emergency and staff members are not permitted to use their phone for personal use or take photographs of the children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception 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.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other early years provisions.

### *Cameras and videos*

- Our staff members and volunteers must not bring their personal cameras or video recording equipment into the nursery.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the nursery, with written permission received by parents. Such use is monitored by the management team.
- 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 are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised.

### *Social media*

- Staff members 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 members are not permitted to accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- Staff members are not permitted to put their place of work on any social media site.
- In the event that staff members 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 members observe confidentiality and must refrain from discussing any issues relating to work
- Staff members should not share information they would not want children, parents or colleagues to view.
- Staff members should report any concerns or breaches to the designated officers in the nursery.
- Staff members 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 nursery, this information is shared with the management team prior to a child attending and an agreement is reached in relation to boundaries is agreed.

### *Electronic learning journals for recording children's progress*

- A risk assessment is completed with details of how the learning journals are managed to ensure the children in the Nursery are safeguarded.
- All staff members adhere to the guidance provided with the system at all times.
- All staff members follow the Nursery procedures for using the online learning journals.

### *Use and/or distribution of inappropriate images*

- Staff members 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, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff members 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).