1. **Procedure Aim**

To ensure the safety of all staff and children whilst using the internet at nursery and that all staff and children are aware of keeping safe online Use of mobile phones is strictly prohibited within the nursery rooms and corridors, staff adhere to the procedure and request that visitors and parents also follow. Staff are requested to be vigilant when using social media sites and not make comments that may reflect badly on the nurseries reputation

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**2. Procedure Statements**

**2.1** 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 be E-safe from an early age and at First Steps Nursery we can play a vital part in starting this process. In line with our other policies that protect children from other dangers, 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. Significant educational benefits should result from Internet use including access to information from around the world. Internet use will be carefully planned and targeted within a regulated and managed environment.

* + - * The nursery has access to 3 laptops, an interactive screen, 2 children’s V-tech and 4 nursery camera’s.
      * There is a filter on all computers that block out most inappropriate material and most social media websites
      * The use and contents of the laptops are monitored by the Stoke on Trent College Computer services department
      * All staff and students are to sign a E-safety and internet uses consent form
      * We also request that parents fill in this form on behalf of yourself and your child to enable them to use the internet whilst at nursery.
      * We provide information to parents about safe use of the internet with children whilst at home
      * Stories are provided around the topic of E safety in the pre-school room.
      * We have a duty to ensure that children in our setting are not exposed to inappropriate information or materials.
      * Computer services ensure that there are appropriate filters and passwords are applied to the PC and laptops within the setting.
      * Different logon passwords for adults within the setting will be used.
      * The company has the right to access any nursery computer or tablet at any time.
      * Nursery computers can be accessed remotely by the company to check sites visited.

The nursery staff are responsible for:

* + - * Monitoring the websites being used by the children during Nursery sessions
      * Ensuring that material accessed by the children is appropriate.

Ensure 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 that have been accessed on the Nursery PC or laptop, so that filters can be reviewed. The internet is also used in the Nursery to support the professional work of staff, to allow effective planning and source resources. Unsuitable sites must NOT be accessed by staff. A breach of this policy will be considered to be gross misconduct by staff and will be dealt with accordingly.
  + - * Children will not have access to email
      * The Manager and Deputy Manager will have the nursery email address; this address will not be used for personal e-mail, On-line communications and social networking.
      * On-line chat rooms and social networking sites such at Facebook or Twitter will not be used at the setting and are blocked by the organisation.
      * If you would rather your child was not allowed access to the internet then please let a member of the Nursery Staff know.
      * Staff are also aware of the need to limit the time children spend on computers and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities.
      * Handling of E-Safety Complaints the nursery’s complaints procedure will be followed in the event of any cases of E-Safety misuse that arise. Any complaint about staff misuse of the internet must be reported to a member of senior management.

**2.2 Camera’s:**

* Photographs or videos of children must only be taken on a nursery camera.
* Nursery cameras are to be used for nursery purposes only and not to be taken home for any reason.
* The cameras will be used inside the nursery rooms, in the outside area sand on any nursery outings.
* Photographs will be used for displays and observations and will remain within the nursery premises.
* Consent to take photographs of the children for learning and display purposes are gained at registration.
* Parents are prohibited to take photographs of their own child (unless prior consent has been obtained) or any other child whilst on the premises.
* The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect children we will:

* Not take photos of the children on any mobile photo.
* Not take photos or videos of children on any camera or electronic devices other than those belonging to the nursery
* Obtain parents consent for photographs to be taken or published ( For example - in newspapers or magazines)
* Use only the child’s first name with an image
* Ensure children are appropriately dressed on any photograph
* Ensure parents and carers are not permitted to take photographs or videos of their child or other children in the setting unless prior consent has been obtained by the manager for example – a special event, such as a birthday for their own child.
* Ensure all cameras and electronic devises are open to scrutiny.
* Mobile phones photographs to distribute to parents on request. In this case individual permission will be asked for each child before the event. This will ensure all photographs taken are in line with parental choice.
* Each room at the Nursery has access to a laptop, which on occasion may be used to download the days photographs from the camera, once they have been printed off they will be deleted immediately. The Nursery Manager is usually the main person to print off the photographs from the nursery cameras on the Office PC. Each laptop and PC has a password to protect from misuse and therefore can only be accessed by nursery staff. At the end of each week the photographs are deleted from the PC.
* The nursery uses 4 cameras that are all labelled and allocated to each room, at the end of the day the photographs on the cam=eras will be printed off and erased from the camera. The camera is then locked securely away in the nursery office.

**2.3 Staff and Student Mobile Phones**

* Mobile phones can only be used on a designated break and then this must be away from the children
* Mobile phones will be stored securely and safely in the office at all times.
* Staff and students must sign their phone in and out of the allocated space.
* Mobile phones are not to be used within the rooms.
* If a staff member is expecting an emergence phone call, arrangements must be made with the nursery management
* If staff need to check their mobile phone during the day permission must be sough first from the Nursery management and use of the phone during working hours must be within the office, the staff room or off the premises.
* During outings, staff will use mobile phones belonging to the nursery wherever possible (non-camera mobile phone).
* Photographs must not be taken of the children on any phones, either personal or nursery owned

**2.4 Parents and visitors use of mobile phones**

* The Nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile phone, in order to ensure the safety and welfare of children in our care, parents and visitors are kindly asked asked to refrain from using their mobile phones whilst in nursery or when collecting or dropping off their children.
* Visitors are asked to keep their mobile phones in the nursery office in a secured drawer along with the staff mobile phones completing a signing in and out form, arrangements will be made with the nursey manager if the visitor is expecting an emergency call.
* Parents are not to use mobile phones or any other device whilst on the nursery premises, there are signs clearly displayed stating no mobile phones throughout the nursery, any parent seen using their phone will be asked to take to mobile phone off the premises to use it.

**2.5 Social Media**

* Staff will not discuss individual children or the setting on their personal Facebook, Twitter or any other social networking site.
* It is company policy that staff are not ‘friends’ with parents/carers on any social networking site.
* It is company policy that staff and students carrying out their placement within the Nursery do not become ’friends’ on any social media networking site, until the student has completed their course and is no longer a college student.
* Mobile technologies, Mobile phone owned by staff members are stored in the secure drawer in the office.
* Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.