

E-SAFETY POLICY

Ramas Daycare accepts that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However, we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting. This policy applies to all members of Ramas Daycare (including staff, students/children, volunteers, parents, carers, and visitors).

Purpose of the policy

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. This can increase creativity and awareness of context to promote effective learning. Children should have an entitlement to safe internet access at all times. The requirement to ensure that children are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in nurseries are bound. The nursery e-Safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all of the stakeholders in a child's education from senior management to staff members, parents and the children themselves. The use of these new technologies can put children at risk within and outside of the setting. Some of the dangers they may face include:

- Access to illegal, harmful, or inappropriate images or other content
- Unauthorised access to / loss of / sharing personal information
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/ contact with others, including strangers
- Access to unsuitable video/ internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Illegal downloading of music or video files
- The potential for excess use which may impact on the social and emotional development and learning of the child

Who is responsible?

Management are responsible for ensuring the safety (including e-safety) of members of the Nursery, though the day-to-day responsibility for e-safety will be delegated to the e-safety co-ordinator. The nursery director Mr Bakary Debourgeois Kabore is responsible for ensuring that the e-safety coordinator and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues. They will also ensure that there is a system in place to allow for monitoring and support of those in nursery who carry out the internal e-safety monitoring role. This is to provide a safety net and support those colleagues who take on important monitoring roles. Management and other members of the Senior Management Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

Use of the internet at nursery

The staff are permitted to use the internet on nursery computers and technology devices, providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age-appropriate learning programmes or video footage for the children. If a staff member wishes to access the internet for their personal use this must be at the strict request of the management team who must approve the specific web site that is to be accessed. Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks. Use of E mail can be used by staff for work purposes from the nursery computer but only sent through the nursery's e mail account (emails provided for each room). Where a member of staff wishes to send information via the nursery e mail account, they must obtain strict permission from the manager. Emailing of personal, sensitive, confidential, or classified information should be avoided and if required necessary to do so should be completed by the manager. Staff are asked not to contact parents from their personal e mail accounts nor give out their personal e mail addresses.

Publishing Children's Images

On a child's entry to the nursery, all parents/carers will be asked to give permission to use their child's photos in the following ways:

- For display in classrooms and the nursery building
- For the nursery prospectus and other printed publications or displays that the nursery may produce for promotional purposes beyond the nursery building
- For the nursery website
- For the nursery social media pages
- For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- For use in sharing at training events or for staff member's continued education purposes.

This consent form is considered valid for the entire period that the child attends nursery unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has and has not been granted and all staff will be provided with this information. Parents or carers may withdraw permission, in writing, at any time. Children's' names will not be published alongside their image and vice versa. If we use an individual image of a child, then we will not use the name of that child in any accompanying text. If we name a Child, no photograph will accompany the article. We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of children or teachers that that have been drawn by children. We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of children or teachers that that have been drawn by children. Where newspapers insist on using the full names of children with photographs, as long as the nursery has secured parental consent and parents know that their child will be named in the newspaper, and possibly on the newspaper website, then we will have met our safeguarding obligations. If the Nursery or Parents have any

concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission. To safeguard your children all photographs are taken ONLY on the nursery's camera and not individual's cameras or mobile phones unless there are issues with this, then the nursery managers phone (or deputy in the manager's absence) will be used. Once pictures are taken, they must be transferred to the management computer and deleted immediately. A witness will be present to ensure photos are properly deleted. Photographs are then stored on the nursery or manger's computer only. ONLY photographs to document children's development or to share information on the web site/ displays in the setting should be taken whilst at nursery.

Parents taking pictures

We will also make the request of visitors that they take no unauthorised photographs of their, or other children at the nursery. Any students wishing to use photographs for their study purposes will be asked to gain permission of the parents beforehand. We appreciate that many parents will want to take pictures or record their children at special events. However, with respect to other family's privacy we ask them to agree to only taking and publishing pictures or video footage of their own children on social media sites. Any reports of parents not complying with this request will be dealt with by the manager. Parents will only be able to take personal pictures of children in designated areas such as nursery foyers and the garden. Nursery staff and management must monitor the use of these phones by parents to ensure they are taking pictures only of their children and using the designated photo spaces.

Mobile phones with cameras

Staff will be asked to leave all their mobile phones in a safe storage place (Staff Locker) on entering the nursery. The same request will be made of visitors and any volunteers/ students who are on site. Phones are then available for others to contact staff in emergencies but not available for the staff's own use on nursery premises. If a member of staff needs to use a phone they may use the nursery's own phone, or their own whilst on a break off site. When we go off premises for an outing or visit, phones will be locked in the staff lockers. Two phones will always be taken on off site visits to ensure reception can always be had. The policy of phone use applies whilst on off site visits.

Storage of Images

Images/ films of children are stored on the nursery computers. Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the manager. Rights of access to this material are restricted to the nursery Management staff. On a regular basis the nursery management should delete images when they are no longer required, and when children have left the nursery.

Social Media

Ramas Daycare accepts that staff may use social media sites. However, this policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

- No pictures taken on the nursery setting should be published on personal social media pages.

- Under no circumstances should friend requests be accepted from current parents or children currently or previously attended the nursery who are under the age of 13.
- Social media sites other than the setting's own Facebook page should not be accessed on the nursery computer.
- Staff may access their own social media pages from their own phones but only during their agreed breaks.
- Do not make disparaging remarks about your employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.
- Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed.
- Parents may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer. A way to minimise this is so set your social media accounts to private. This means people accessing your page can only see limited information and not access posted pictures.
- If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact your Manager immediately.
- It is not advisable to publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

Enforcement

Any breach of the terms set out below can result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible nursery employee being suspended. The nursery reserves the right to require the closure of any applications or removal of content published by nursery representatives which may adversely affect the reputation of nursery or put it at risk of legal action. Any communications or content you publish that causes damage to the nursery, any of its employees or any third-party reputation may amount to misconduct or gross misconduct to which the nursery Dismissal and Disciplinary Policies apply

Misuse

Misuse of nursery electronic and telecommunications equipment is a serious disciplinary Offence. Nursery management can exercise a right to monitor the use of nurseries information systems and internet access. This includes the right to intercept email and delete inappropriate materials where unauthorised use of the nursery's information system may be taking place, or the system may be used for criminal purposes, or for storing unauthorised text, imaginary or sound. Staff must be aware that improper or unacceptable use of the internet, email and equipment could result in legal proceedings and the use of the nursery's disciplinary procedure. Sanctions will depend on the gravity of misuse and could result in dismissal. All employees should bear in mind that information they share through social networking applications, even if they are on private spaces, are

still subject to copyright, data protection and freedom of information legislation, the Safeguarding Vulnerable Groups Act 2006 and other relevant legislation. They must also operate in line with the nursery's equality and diversity policies and procedures. If a member of staff is believed to misuse the internet in an abusive or illegal manner, a report must be made to the nursery management immediately and then the nursery Allegations against Staff procedure must be followed to deal with any misconduct and all appropriate authorities will be contacted. Allegations are defined as information relating to either potential criminal conduct or a conduct raising concerns about a person's suitability.