



'E-Safety Policy

This policy includes use of photographs at nursery, acceptable use policy and the use of photographs.

Katey's Nursery & Pre-school 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.

Use of the internet at nursery

The staff are permitted to use the internet on the nursery computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme 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 manager 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 and only in the designated Staff room area.

Use of e-mail

E-mail can be used by staff for work purposes from the nursery computer but only sent through the nursery's email account. Where a member of staff wishes to send information via the nursery email account, they must obtain strict permission of the manager. Emailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the manager. Staff are asked not to contact parents from their personal email accounts nor give out their personal email addresses.

Use of photography

The use of photographs Publishing Pupil's Images and work related to a child's entry to the nursery, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- For display in classrooms and the nursery building
- For Parent Newsletters/updates and emails
- 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 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 members continued education purposes, eg sharing with the local authority.

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 not been granted and all staff will be provided with this information. Parents or carers may withdraw permission, in writing, at any time. Pupils' 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 pupil, 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. To safeguard your children all photographs are taken ONLY on the nursery's camera and not individual's cameras or mobile phones. 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 record their children at special events, for example the nativity plays. However, with respect to other family's privacy we ask them to agree to only 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.

Mobile phones with cameras:

Staff will be asked to leave all their mobile phones in their staff locker on entering the nursery. If a member of staff needs to use a phone, they may use the nursery's own phone, or their own whilst on a breaking the staff room or off-site. When we go off premises for an outing or visit, personal phones must remain locked in the staff lockers. A nursery mobile phone that has no camera function will be provided for all off-site visit. The policy of phone use applies whilst on off site visits.

Visitors. The same request will be made of visitors and any volunteers/ students who are on site.

Storage of Images

- Images/ films of children are stored on the nursery's computer.
- 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 staff.
- ON a regular basis the Manager should delete images when they are no longer required, and when the pupil has left the school.

Social Media.

Katey's Nursery & pre-school accepts that staff may choose to Accept friend requests from parents on social media sites. However, this policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

- When using social media sites, no reference should be given to the organisation -Katey's House Nursery & Pre-school, specific children or parents by name.
- No pictures taken on the nursery setting should be published on personal social media pages.
- If staff have chosen to accept friend requests from parents of children at nursery, they are asked to ensure any posts made are respectful of the setting and always maintain a professional attitude towards their work, or could bring the nursery into disrepute.



- Under no circumstances should friend requests be accepted from children under the age of 13.
- Social media sites 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 in the designated staff room area and off-site.
- 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.
- 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. • Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click "Privacy Settings". Under "Applications and websites" click "edit your settings". Scroll down to "instant personalisation" and make sure the checkbox for "enable instant personalisation on partner websites" is unchecked.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation. Acceptable use policy ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and always adhere to its content.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.



Katey's Nursery & Pre-school, 'E-Safety Employee Agreement

I will comply with Katey's Nursery & Pre-school's 'E safety policy

I understand that using the setting's ICT system for a purpose not permitted by Katey's Nursery & Pre-school may result in disciplinary or criminal procedures.

I will comply with the ICT system and not disclose any passwords provided to me by the manager.

I will only use the setting's e mail/ internet for professional purposes.

I will not use the setting's ICT system to access personal e mails.

I will not install any hardware or software without the permission of **the Branch Manager.**

I will not browse, download, upload, or distribute any material that could be considered offensive, illegal or discriminatory.

I will only take, store and use images of children, young people or staff for professional purposes in line with the setting's 'use of photographs' policy and with written consent of the parent, carer or staff member.

I will not distribute images outside of the setting without the permission of the parent/ carer, member of staff or manager.

I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings reputation into disrepute.

I will support Katey's Nursery & Pre-school 'E- safety policy and help children to be safe and responsible in their use of ICT and related technologies.

I will report any incidents of concern regarding children's safety to the 'E-safety lead, the Child Protection Officer or Nursery Manager.

I understand that sanctions for disregarding any of the above will be in line with Katey's Nursery & Pre-school disciplinary procedures and serious infringement may be referred to the police. I agree to follow this code of conduct and to support the safe use of ICT throughout the setting Full

Name..... Printed.

..... Signed.

..... Dated.