

t. E-Safety Policy

Nursery Village has a commitment to keeping children safe and healthy and the e- safety policy operates at all times under the umbrella of the [Safeguarding Policy](#). The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

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 learn to be e-safe from an early age and the nursery can play a vital part in starting this process.

In line with other nursery 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.

This policy should be read in conjunction with our [Mobile Phone & Digital Media Policy](#).

Our Aims:

- To begin the learning process with the children on how to be e-safe, to recognise when information or material is inappropriate or makes them feel uncomfortable and how to ask for help.
- To ensure the safe use of technology to enhance learning and development.

Procedures

Digital Images

- Staff must only use the setting's own iPads to take any photographs and these must be deleted every week
- Staff cannot use any other digital device to take photographs in the setting.
- Parent's or Carer's permission will be obtained for all images taken, used outside the child's Learning Journey recorded securely on the Family system.
- Where photographs are used with parental permission on the website or for promotional purposes, no child will be named.

Computer and Internet Use

The computer systems and iPads are owned by Nursery Village and have appropriate software to ensure safe internet use.

The Directors and Nursery Manager are responsible for nursery systems and will ensure that the appropriate filters are applied to internet apps and software.

If staff discover unsuitable sites have been accessed, they must report their findings to the Nursery Manager or Child Protection Officer immediately so that filters can be reviewed.

- A member of staff will observe the children when they are using the internet and ensure that it is appropriate.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails and messages sent and received
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden and will result in disciplinary action.
- Work email accounts may only be accessed on the Nursery devices unless permission is given from the Directors.
- Nursery Internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate Internet use. Staff will guide children in online activities that will support their learning journeys.
- The Internet is also used in nursery to support the professional work of staff, to allow effective planning, training and to enhance management information. Eg. rostering and payroll.
- Social networking sites will not be accessed during work hours.
- Children will only use age appropriate software in the setting.

Mobile Phones

Staff or volunteers cannot carry or use their personal mobile phones whilst working in the setting. The phone must be on silent in their staff locker during their working hours.

Staff may not use any camera facility on any of their personal devices whilst anywhere on the premises, in line with our [Mobile Phone & Digital Media Policy](#).

Parents and E-Safety

As a parent or carer you play a key role in helping your child to stay safe online.

You don't need to be an expert on the internet to help keep your child stay safe online. Our advice and resources are here to support you as you support your child to use the internet safely, responsibly and positively.

It is really important to discuss with your children on an ongoing basis about staying safe online. Not sure where to begin? These conversation starter suggestions can help:

- Ask your children to tell you about the sites they like to visit and what they enjoy doing online.
- Ask them about how they stay safe online. What tips do they have for you, and where did they learn them?
- What is OK and not OK to share?
- Ask them if they know where to go for help, where to find safety advice.
- Ensure they know who they can talk to if something worries them.
- Encourage them to help someone! Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help or support.
- Think about how you each use the internet. What more could you do to use the internet together? Are there activities that you could enjoy as a family?