



E-Safety policy

Rising Stars has a commitment to keep children and staff 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 & Mobile Phone Policy in relation to electronic communications of all types. At Rising Stars, we recognise the value that communication and technology plays in the learning and development of the children. Children are given regular access to ICT equipment, to develop skills that are vital to life-long learning. We acknowledge that there are potential risks involved, and therefore follow this policy to ensure E-Safety is followed for the benefit of the children, parents, staff and visitors to the setting. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children;
- 2) The inappropriate use of mobile phone cameras around children.

Procedures

Information Communication Technology (ICT) equipment

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

Internet Use

- Children do not have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- Children and practitioners are not allowed to access social networking sites.
- 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
- 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 0800 800 5000 or www.nspcc.org.uk or ChildLine on 0800 1111 or www.childline.org.uk
- The setting has a designated email address for professional correspondence that is password protected. The password is only known by the manager and the Director of the setting. It is changed at regular intervals, and if the Manager leaves. If the password is divulged, this is a breach of confidentiality and is treated as such.



Use of Cameras

- Personal cameras belonging to staff are not permitted in the setting.
- The setting provides an authorised digital camera for use by staff. Under no circumstances should photos be taken on a mobile phone other than the nursery mobile phone.
- Parental permission is sought before any photographs are taken of children
- All staff are made aware of any parental photographic objections or restrictions.
- Staff are permitted to take children's photographs to capture spontaneous moments to support the Early Years Foundation Stage or to share with parents, once consent is granted. Photos are taken for children's development evidence and it goes on their Tapestry account, also on display boards in their respective rooms and on coat pegs and meal time placemats. Permission will be given before a child's photograph is used for marketing purposes such as on the website, leaflets or social media.
- Images taken must be deemed suitable without putting the child/children in any position that could cause embarrassment or distress.
- All staff is responsible for the location of the camera; this should be placed within the safe when not in use.
- The camera must be locked away at the end of every session.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name.
- Parents are reminded that they cannot take pictures of their child whilst they are in the nursery setting, no mobile phones/cameras are to be used across the nursery. During specific events (sports day, Christmas Nativity etc.) permission is gained from all parents for photographs to be taken, if a parent does not give permission then no group photographs are to be taken. Parents are reminded that any photos taken are not to be shared or posted social media accounts under any circumstances.
- Staff cannot take photos of children if: children are not appropriately dressed (all children must be fully clothed,) although at times during water play children's clothing may be removed, however aprons will be worn.
- Staff must not take photos of children with a dirty face or their nose running.
- A child is in any nappy changing area or using toilet.
- All photos will be checked by management before they are posted to their Tapestry account
- Every child in the setting has photograph permission consent form signed by parents when they are first registered at Rising Stars.
- Photographs are taken using the nursery's camera, the nursery mobile phone and the nurseries iPads.
- Failure to adhere to the above will lead to disciplinary procedures being followed.

Mobile Phones



- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office until the parent collects them at the end of the session.
- The setting has an authorised mobile phone for use in the setting
- All contact details for children are kept in the filing cabinet and in the settings mobile.
- Staff mobile phones are kept in the office in a locked filing cabinet and should not be used during working hours. Under no circumstances does the setting allow a member of staff to contact a parent/carer using their personal phone. Mobile phones are switched off/on silent mode during working hours.
- Staff must ensure that their mobile phones which are bought into setting do not have any inappropriate or illegal content on. Under no circumstances should a member of staff use their phone to take photos in setting.
- Mobile phones can only be used on a designated break and then this must be away from the children in the staff room or outside the building.
- Staff must not post anything on to their personal social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the setting in any way.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.
- During outings, staff will use mobile phones belonging to the nursery. Photographs may only be taken on the nursery mobile phone and on allocated nursery cameras.
- Parents and visitors are requested not to use their mobiles within the setting.
- If a visitor needs to use their mobile phone in order to fulfil the reason for their visit/job, then they will ask permission from the Manager or Designated Safeguarding Lead and be supervised at all times. It is the responsibility of all members of staff to be vigilant and report any concerns to the Pre-school Leader. Concerns will be taken seriously, logged and investigated appropriately (under the Allegations against Staff policy).
- Manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.
- Staff are not to have parents/carers on their social media accounts unless they knew each other prior to the child joining the setting.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents' and visitors' use of mobile phones and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are not allowed to use their mobile telephones whilst in the setting or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore parents and visitors are not to post publicly or privately information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands. We also ask parents to sign photos consent form for the nursery.



Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents' policy, complaints procedures and grievance policy).

If a parent/carer comes into the setting for any reason, including a settling session, they will be asked to keep their mobile phones in the office in a locked cabinet.

The setting uses its own social media accounts and will be managed by the management team only, using the nursery mobile phone or computer. Only photos of children who have consent from their parent will be posted to sites such as Instagram and Facebook and for the nursery's website or marketing materials.