



ACCEPTABLE USE E-Safety (of camera's, mobile phones, smart watches and any imaging sharing device) POLICY
Statement of intent

This policy represents the agreed principles for acceptable use of camera's, mobile phones and any other electronic devices with imaging and sharing capabilities are used within the setting alongside E-Safety throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy. The named persons for e-Safety is Susan Goodbrand

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for as well as our Safeguarding policy.

Policy statement

Jack in the box nursery 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.

EYFS key principles are:

A unique Child

Positive Relationships

Enabling Environments

Learning and Development

Introduction

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 pupils from other dangers, there is a requirement to provide pupils 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. 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 phones and any other electronic devices with imaging and sharing capabilities.

3) E-Safety

Aim

Our aim is to:

■ Have a clear policy on the acceptable use of mobile phones and cameras, and any other electronic devices with imaging and sharing capabilities, this is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Core Principles of Internet Safety

The internet has become as common as the telephone or TV and its use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

The E-Safety Policy is built on the following care principles:

- *Guided educational use*

Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

- *Risk assessment*

We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable. At the setting we actively promote British Values, promote their welfare and prevent radicalisation and extremism.

- *Responsibility*

Internet safety in the nursery depends on staff, parents, carers and visitors taking responsibility for the use of the internet and other communication technologies such as mobile phones and any other electronic devices with imaging and sharing capabilities. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

Why is it important for pre-school children to access the internet?

The internet is an essential element in 21st century life for education, business and social interaction. The nursery has a duty to provide children with quality internet access as part of their learning experience. Pre-school internet access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys. The internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems.

How will filtering be managed?

The nursery Staff will ensure that the appropriate filters are applied to the computers in the nursery. Staff will monitor the websites being used by the children during nursery sessions. If staff or pupils discover unsuitable sites have been accessed, they must be reported to the nursery manager immediately so that filters can be reviewed. Children have regular e-safety

discussions during group times and are aware that if they click on something that they don't like to always tell an adult.

Managing Content

Staff are responsible for ensuring that material accessed by children are appropriate and ensure that the use of any internet derived materials by staff or by children complies with copyright law. Staff or children's home information will not be published. Our website only holds pictures of activities available to our children, no photos of children are on our website. Written permission from parents or carers is requested when each child starts at the nursery and parents/carers wishes are followed at all times. Parents are aware they can withdraw their consent at any time and are reminded during open classroom weeks and at parent's consultation afternoons/ telephone consultations

Communication

Managing e-mail

Children will not have access to e-mails. Staff using e-mails will use a nursery e-mail address. This email address must not be used for personal e-mails.

Mobile Phones/ Smart Watches

Jack in the Box managers use the nursery mobile phones during operating hours to respond and communicate with parents and managers and in emergencies as some settings do not have landlines. These phones are placed in a secure place in the setting out of children's reach and are password secure

■ The Nursery allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device (unless the work mobile is unavailable, and their number is withheld)

€ Staff should not use their Smart Watch to access photos, images, calls or text messages whilst on nursery premises (indoors or outdoors) and whilst on local trips/outings. Smart watches should only be used in the settings designated area. While working in the setting Smart watches need to be on **flight mode or the blue tooth connection is turned off**.

■ Users bringing personal devices into nursery must ensure there is no inappropriate or illegal offensive or discriminating content on the device.

■ All staff must ensure that their mobile telephones/devices are left inside their bag/ in a locked cupboard / locked in the phone box or in the secure office throughout contact time with children.

■ Mobile phone calls/ messages/ emails may only be taken in staff members' own time within the office or designated area.

■ If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the designated area of the setting, i.e. office, with the manager's permission.

■ If any staff member has a family emergency staff need to be contacted through the managers nursery mobile phone or the nursery land line.

Staff (will need to) ensure that the Manager has up to date contact information, and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

- All parent helpers/visitors/students will be requested to place their bag containing their phone in the office or another appropriate location. Mobile phone calls may only be taken in their own time within the office or designated are.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant around the use of devices and report any concerns to the Nursery Manager.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff in Safeguarding policy).
- The Manager reserves the right to check the image content 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. Ofsted will be notified in the required time if deemed as a significant event.

Facebook/ Instagram and You Tube

Staff must not talk about their professional role in any capacity when using their personal social media such as face book, You Tube, Instagram. Staff must ensure their social media site settings are securely set so that their profiles cannot be accesses by everyone. Staff must ensure their online activity, both in work and outside, will not bring the organisation or their professional role into disrepute.

Staff must not put online any text, image, sound or video that could upset or befriend anyone connected to your setting, member of the community or be incompatible with your professional role. Staff must not give out their own personal details, such as phone number, personal email address or social network details to children, parents or carers. Staff must ensure that social networking sites such as Facebook/ Instagram do not share photos or videos of children's faces.

Staff access to computers/ mobile phones

Staff must not disclose any passwords and ensure that personal data is kept secure and used appropriately. (See Data Protection policy)

Ensure that your online activity, both in work and outside, will not bring your organisation or professional role into dispute.

Photos/ videos taken on the work mobile phone must be deleted regularly

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery camera/ work mobile phone is to be used to take any photo within the setting or on outings of the children.
- Images taken on this camera/work mobile phone must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera.

- The camera must be locked away at the end of every session.
- Images taken and stored on the camera/ work mobile phone must be downloaded as soon as possible, ideally daily and deleted off the memory card.
- Photographs should then be distributed to members of staff (keyperson) to record in children's learning journeys. All photos are placed within children's Learning Journals and given to parents when their child leaves the setting.
- Under no circumstances must cameras or nursery mobile phone be taken into the bathrooms without prior consultation with the Manager or Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first, and staff be supervised whilst carrying out this kind of activity. At all times the camera/ nursery mobile phone must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Photos displayed

From time to time, we like to share images of the children in action. These may be of special events we have been covering that week, a visitor, or a visit that the children may have attended, Christmas productions and celebration events. These are placed in areas for parents/ carers to view at the beginning or end of their child's session. The images are destroyed after that purpose.

Parental responsibility

At Jack in the Box, we hold regular celebration events e.g. sharing assemblies, sports day and concerts. Managers and Practitioners must always inform spectators that the use of mobile phones and cameras are restricted for their own personal use and **must not** be shared on social networking sites.

Parents and e-safety

Parent's attention will be drawn to the nurseries Acceptable use e-safety policy.

Handling Complaints

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaint's procedure.

All staff have a duty to report any E-Safety incident which may impact on them, their professionalism or organisation.

The policy was adopted by the managers and staff in September 2024

Signed on behalf of Jack in the Box Manager.....

Staff members signatures: