



## **ACCEPTABLE USE E-Safety (of camera's, mobile phones, smart watches and any imaging sharing device, including the use of digital technology and Artificial intelligence) (A.I) POLICY**

### **Statement of intent**

This policy represents the agreed principles for acceptable use of cameras, mobile phones and any other electronic devices with imaging and sharing capabilities that are used within the setting alongside digital technology and 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 policies 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.

### **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 safe online 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 (online 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, alongside online safety that 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 and regular age-appropriate discussions are had on screen time 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. (See A.I sections of this policy)

## **Healthy Screen Time**

With screens becoming ever-present in our lives whether that is through televisions, tablets, smartphones or computers, it can be challenging to determine how much screen time is suitable for children, with the aim of balancing the benefits of technology with the need for physical activity, social interaction and mental well-being.

The NHS recommends that children under the age of five have very limited screen time.

**Babies and toddlers (0-2 years old);** No screen time, except for video calling with caregivers and family members. For very young children, such as infants it's recommended to avoid screen time other than video chatting. The first year of a child's life is crucial for cognitive, physical and social development. Key activities during the stage of a child's life should include bonding with caregivers, exploring their surroundings and engaging in face-to-face interaction. Too much screen time can hinder these vital experiences and even lead to developmental delays in language and social skills. During this stage of life, it's important to encourage real-world interactions, tummy time and sensory play.

**Pre-school children (2-5 years old):** The screen time recommendation by age for pre-school children also suggests limiting screen time. The recommended allowance to screen time for pre-school children is an hour per day of high-quality programming or educational content. This means the content that pre-schoolers watch should be age-appropriate and promote learning. Interactive apps can also be included within pre-school screen time if they encourage the development of skills like creativity and problem solving.

It is recommended to co-view screen content with pre-schoolers and help explain the materials and discuss what they see. This not only makes the experience more interactive but also helps to reinforce learning.

## **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 any internet time and 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/ Designated Safeguarding Lead (DSL) 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. Parents/carers are advised to place parental controls on devices used by children at home.

### 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. Personal data is managed securely online in accordance with the statutory requirements of the General Data Protection Regulations (GDPR) and Data Protection legislation. 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.

### Artificial Intelligence (A.I)

As technology moves forward and the use of Artificial Intelligence (A.I) is becoming part of our everyday life we must ensure it is used appropriately. Staff may from time to time use A.I to support with administrative tasks and enhance planning and personalised learning. The use of A.I will be closely monitored to ensure that it is not a reliant or consistent tool for work purposes, nor does it deskill or impact creativity for staff. All A.I programmes must be used in line with the settings policies and procedure and ensure the information shared is reliable and non-bias.

### 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.

Any form of bullying including cyber bullying of staff is unacceptable. At Jack in the Box, we expect staff to have a fulfilling career free from harassment and bullying and create good parent relationships creating an atmosphere of trust that encourages parents to raise concerns in an appropriate manner, and this should be done face-to-face rather than through social media channels.

### Mobile Phones/ Smart Watches/ Meta glasses

**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 or wear meta glasses to record, 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 **school mode, this disconnects the smart watch from the phone, and a yellow watch face will appear**. Managers must be vigilant and ensure any member of staff who wears a smart watch within the setting can share that it is in the school mode setting and disconnected from their phone.

€ Meta glasses must not be worn within the setting and parents/ carers must not bring them onto the premises.

☛ 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 the designated area/ 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 area.
- 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, You Tube and other Social Media Sites**

The nursery recognises that some employees will have personal social media accounts. Such accounts must only be used to express personal views, and care should be exercised in all cases where you are identifiable as someone employed by the nursery.

Staff must not talk about their professional role in any capacity when using their personal social media accounts. Staff must ensure their social media site settings are securely set so that your profiles cannot be accessed by everyone and your passwords must remain secure. You must never leave accounts open whilst you are away from your device. You must not share any confident or sensitive nursery information on social networking sites. Staff must ensure their online activity, both in work and outside, will not bring the organisation or their professional role into disrepute as you are personally responsible for all content posted on your account. You are reminded that regardless of the social network used, or privacy settings activated, everything posted on the internet has the potential to become public and widespread. It is also prohibited to breach discrimination legislation, harass or bully an employee, or damage working relationships between fellow employees.

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 not accept friend requests or communications from learners or their family members (past or present). If there is a pre-existing relationship, this should be discussed with the DSL and/ or manager, who will need to consider how this is managed and provide staff with clear guidance and boundaries and record the actions taken. Staff must ensure that social networking sites such as Facebook/ Instagram do not share photos or videos of children's faces.

Any information posted on the internet may result in disciplinary action up to and including dismissal if it breaches this policy or any other expected levels of conduct. This includes posts on a personal account with inappropriate privacy settings, posts made outside of working hours, and those posts made not using

the nursery computers or equipment. You may also be required to remove content created or shared by you if the nursery consider such posts to be a breach of this policy.

### **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)

### **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 of recording their progress 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. Recycling bins on the computer must be emptied weekly to ensure any photos do not remain on the computer.
- 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 2025**

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

**Staff members signatures:**