

MULBERRIES AND WILLOWS NURSERY AND PRESCHOOL

E-Safety Policy

The E-Safety Policy implements the Safeguarding Policy & Mobile Phone Policy for electronic communications of all types. Aim. To ensure the safe use of technology to enhance the work of the nursery and to provide a working knowledge of technology in a fun and stimulating way. Procedures.

Objective

We aim to provide safeguarding and acceptable rules to guide all users' online experiences and raise awareness amongst staff and parents/carers of the potential risks associated with online technologies while highlighting the many educational and social benefits.

This policy will be applied to all persons using electronic devices on the premises of Mulberries and Willows.

Mobiles, Phones, and Smart Devices

All persons entering our family rooms must sign in their devices at the reception area in the allocated box during their time in the rooms.

Use of Nursery Wi-Fi

Practitioners, parents, and visitors could log into the nursery Wi-Fi while on the premises. All permitted persons should ensure the website they are accessing is appropriate.

If Practitioner requires the use of the internet as a co-research tool to scaffold children's learning, Practitioners should-:

- Select appropriate websites for the subject or theme before sharing the site with the children.
- Do not leave children with the iPad, smart board, or laptop tablet unattended.
- Do not use the iPad, tablet, smart board, or computer as an alternative to quality interactive teaching.

Approved anti-virus software is installed and updated regularly on all IT (iPads/smartboards/laptops etc.) All laptops, iPads, tablets, and computers are password-protected, and smartboard email accounts are password-protected.

Digital Communication

All digital communication should be professional in tone and checked carefully before sending, just as an official letter would be. These include messaging parents on the nursery App or sending and replying to emails. Equally, practitioners should inform the nursery management team if they receive any communication from families that causes them to feel uncomfortable.

Social Media and Networking

Practitioners should ensure that the personal information they share on social media platforms does not raise questions about their suitability to work with children. These include imagery and content. To maintain a professional relationship, Practitioners should avoid befriending parents (past and active) on their social media pages.

Video and Photographs

Only children with the proper consent should be included in daily dairies, newsfeeds, marketing and social media content.

Practitioners should take respectful imagery of children while they are engaged in meaningful learning experiences.

Practitioners should avoid;

- Taking photographs of children's specific body parts as evidence of an incident or accident. Use the body map on the nursery App if necessary.
- Using their digital devices to take photographs or videos of children.

All photographs or videos taken during the day should be deleted at the end of each day.

CCTV

The nursery uses CCTV for security; this coverage is for outdoor use, and only authorised persons can access live and recorded footage. This system is maintained regularly to ensure proceedings align with Data Protection. All recorded footage will be stored for a maximum of 30 days.