



## **E safety Policy**

This policy includes: use of photographs at nursery *Little Star Nursery accepts that in the 21<sup>st</sup> Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.*

### **Use of the internet at nursery**

The staff are permitted to use the internet on the nursery computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme or video footage for the children.

If a staff member wishes to access the internet for their personal use this must be at the strict request of the manager/ owner: namely Kate Wilson and she must approve the specific web site that is to be accessed.

If a staff member wishes to use the internet with the children, this should be approved by the manager, Kate Wilson.

Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks.

### **Use of e mail**

E mail can be used by staff for work purposes from the nursery computer but only sent through the nursery's e mail account ([enquiries@littlestarnursery.co.uk](mailto:enquiries@littlestarnursery.co.uk)).

Where a member of staff wishes to send information via the nursery e mail account they must obtain strict permission of the manager.

E mailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the manager.

Staff are asked not to contact parents from their personal e mail accounts nor give out their personal e mail addresses.

## **The use of photographs**

### **Publishing Pupil's Images and Work**

On a child's entry to the nursery, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- For display in classrooms and the school building
- For the nursery prospectus and other printed publications or displays that the nursery may produce for promotional purposes beyond the nursery building
- For the nursery website
- For the nursery Facebook page
- For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- For use in sharing at training events or for staff members continued education purposes, eg sharing with the local authority.

This consent form is considered valid for the entire period that the child attends nursery unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information.

Parents or carers may withdraw permission, in writing, at any time.

Children's names will not be published alongside their image and vice versa. If we use an individual image of a child then we will not use the name of that child in any accompanying text. If we name a child, no photograph will accompany the article.

We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of pupils or staff that that have been drawn by the children.

Where newspapers insist on using the full names of children with photographs, as long as the nursery has secured parental consent and parents know that their child will be named in the newspaper, and possibly on the newspaper website, then we will have met our safeguarding obligations. If the nursery or parents have any concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission.

To safeguard your children all photographs are taken ONLY on the nursery's camera or tablet and not individual's cameras or mobile phones. ONLY photographs to document children's development or to share information on the web site/ displays in the setting should be taken whilst at nursery.

### **Parents taking pictures.**

We will also make the request of visitors that they take no unauthorised photographs of their, or other children at the nursery. Any students wishing to use photographs for their study purposes will be asked to gain permission of the parents beforehand.

We appreciate that many parents will want to record their children at special events, for example the nativity plays. However with respect to other family's privacy we ask them to agree to only publishing pictures or video footage of their own children on social media sites.

Any reports of parents not complying with this request will be dealt with by the manager.

#### Mobile phones with cameras:

**Staff** will be asked to leave all their mobile phones in a safe storage place on entering the nursery (this will be in a container on a high shelf). Phones are then available for others to contact staff in emergencies but not available for the staff's own use on nursery premises. If a member of staff needs to use a phone they may use the nursery's own phone, or their own whilst on a break off site, or in any other necessary circumstances at the strict approval of the manager.

When we go off premises for an outing or visit, two phones should be taken on off site visits to ensure reception can always be had. The policy of phone use applies whilst on off site visits.

Only in exceptional circumstances may a staff phone be used for photographic purposes (for example in absence of a camera). Where possible this will be the manager's phone. Any images captured on phones will be immediately transferred to the nursery computer and deleted from the mobile device.

#### **Visitors.**

The same request will be made of visitors and any volunteers/ students who are on site.

#### Storage of Images

- Images/ films of children are stored on the nursery's computer.
- Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the manager.
- Rights of access to this material are restricted to the nursery staff.
- ON a regular basis the manager should delete images when they are no longer required, and when the child has left nursery.

## Social Media

Little Star nursery accepts that staff may choose to Accept friend requests from parents on social media sites. However this policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

- When using social media sites no reference should be given to specific children or parents by name.
- No pictures taken on the nursery setting should be published on personal social media pages.
- If staff have chosen to accept friend requests from parents of children at nursery they are asked to ensure any posts made are respectful of the setting and always maintain a professional attitude towards their work, or could bring the nursery into disrepute.
- Under no circumstances should friend requests be accepted from children under the age of 13.
- Social media sites other than the setting's own Facebook page should not be accessed on the nursery computer.
- Staff may access their own social media pages from their own phones but only during their agreed breaks.
  
- Do not make disparaging remarks about your employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.
- 
- Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed.
- Parents may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer.
- If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact your Manger immediately.
- It is not advisable to publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click "Privacy Settings". Under "Applications and websites" click "edit your settings". Scroll down to "instant personalisation" and make sure the checkbox for "enable instant personalisation on partner websites" is unchecked.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.