



## **E – Safety Policy**

E-Safety encompasses internet technologies and electronic communications such as mobile phones (see separate mobile phone policy) and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provide safeguards and awareness for users to enable them to control their online experiences.

### **Using the internet safely to enhance the children’s learning**

- The internet access will be designed for the children’s use and will include filtering appropriate to the needs of the Early Years Foundation Stage.
- Internet access will be monitored, and practitioners will guide and support children whilst they are accessing the internet in the setting.

### **Managing social networking**

- Practitioners are advised to not have any associations with any parents and Carers on social media platforms, as a company we understand that some practitioners and parents may already have a link as they are friends before a child starts at the setting.
- Parents and Carers are NOT permitted to place any photographs which may have been taken in the setting on any social networking site.
- Parents and carers must inform the setting manager if they see or hear of any concerns or problems published on public social networking sites.
- Parents and carers are advised that publishing information which may use the name of the company or a member of staff or another child attending the setting which will affect the reputation of the company will be reported to the company legal representative.

### **The publication on the company website**

- The company website will be used as an informational tool for current and potential parents and carers.
- The company directors and the managers of the individual settings will have overall responsibility and will ensure that the content is accurate and appropriate.

### **Electronic storage of children’s images and information**

- The company will keep images of the children used for the diaries. The images will be permanently deleted once the child has left the setting or once the image has been printed and used for the purposes.

- All information gathered which is used to identify children's learning will be secured safely and written permission will be sought from parents before the information is shared with other agencies. I.e. Early year's development overviews, other schools for transition.
- Cameras and iPad are used when observing the children and to assist the practitioners in documenting a child progress. Cameras are kept on site and no camera or memory sticks is taken out of the setting under any circumstance.

### **Close Circuit Tele Vision**

- Close circuit television recording systems are in place in some of the settings within Westside Day Nursery.
- The images obtained are stored on a hard drive and delete themselves after two weeks.
- The managers and site managers are the only people who have access to the system.

### Photography

- Parents are not permitted to use personal cameras in the setting unless a special event when permission is sought from all children's parents beforehand.
- From time to time we review brochures, marketing etc and if we would like to use your child's photographs, we would seek your permission first.

### Data Protection

- It is our intention to make our nurseries as safe as possible to children and families from all sections of the local community with whom we work.
- We will keep on record your name, your child's name their D.O.B, address, emergency contact details, your N.I Number, any additional information we hold on your child. This are kept on site until your child leave the setting.
- We will keep written records of contact and personal details. These are kept within the office for security purposes and used in case of emergencies. It is your responsibility to keep us updated of changes to details and we should ALWAYS have up to date emergency contact details.

**History log:**

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).