



Stepping Stones Nursery

E safety, Internet use and Mobile Policy



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This policy is to be read in conjunction with

- Safeguarding Policy
- Stepping Stones Complaints Policy
- Code of Conduct (i.e. Staff handbook)

What is E-Safety?

E-Safety encompasses not only Internet technologies but also electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology. It provides safeguards and raises awareness to enable users to control their online experiences.

Policy construction provides a method to review practice, in this case the use of a major technology and its benefits and risks. The more that staff, parents, governing committee and children are involved in deciding the policy, the more effective it will be.

- Our E-Safety Policy has been written by the nursery, building on government guidance. It has been agreed by the senior management and approved by the governing committee.
- The nursery has appointed Michelle Warner as E-Safety Coordinator. The requirements of this appointment necessitate the same level of training as the Designated Safeguarding Lead.
- The E-Safety Policy and its implementation will be reviewed annually.

Why is Internet use important?

The rapid developments in electronic communications are having many effects, some profound, on society. Only ten years ago we were asking whether the Internet should be used in all nurseries. Now every child is younger than the World Wide Web and many use it more than their teachers. Nevertheless, it is important to state what we are trying to achieve in education through ICT and Internet use.

- The purpose of Internet use in nursery is to raise educational standards, to promote child achievement, to support the professional work of staff and to enhance the nursery's management functions.
- Internet access is an entitlement for children who show a responsible and mature approach to its use.
- 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 and ICT resources as part of their learning experience.
- Children use the Internet widely outside nursery and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet use benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for children and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with United Learning, West Sussex County Council and DFES;
- access to learning wherever and whenever convenient.

How can Internet use enhance learning?

The children's internet access will be monitored and restricted in line with educational guidelines from United Learning.

Increased computer numbers or improved Internet access may be provided but learning outcomes must also be addressed. Developing effective practice in Internet use for teaching and learning is essential. Teachers can help children to learn how to distil the meaning from the mass of information provided by the Internet. Often the quantity of information is overwhelming, and staff may guide children to appropriate websites, or teach search skills. Offering younger children a few good sites is often more effective than an Internet search.

- Internet access will be planned to enrich and extend learning activities. Nursery children will not access any online content without an adult present.
- The nursery Internet access in the classrooms will be designed expressly for use and will include filtering appropriate to the age of children
- Staff should guide children in on-line activities that will support the learning outcomes planned for the children' age and maturity.

How will children learn how to evaluate Internet content?

- Children should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the incident immediately to the teacher. More often, children will be judging reasonable material but will need to select relevant sections. Effective guided use will also reduce the opportunity children have for exploring unsavoury areas.
- The following statements require adaptation according to the children's age:
- The nursery will ensure that the copying and subsequent use of Internet derived materials by staff and children complies with copyright law. The evaluation (i.e. age appropriateness) of on-line materials is the duty of the practitioner working with the children.

How will e-mail be managed?

E-mail is an essential means of communication for staff. Directed e-mail use can bring significant educational benefits and interesting projects between nurseries in neighbouring villages and in different continents can be created. The implications of e-mail use for the nursery need to be thought through and appropriate safety measures put in place.

- Access in nursery to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on nursery headed paper.
- The forwarding of chain letters is not permitted.

How will published content be managed?

Sensitive information about nursery and children could be found from a newsletter but a Nursery's website is more widely available. Publication of information should be considered from a personal and nursery security viewpoint. Material such as staff lists, or a nursery plan may be better published in the nursery handbook or on a secure part of the website which requires authentication.

- E-mail addresses should be published carefully, to avoid spam harvesting.
- The contact details on the website should be the nursery address, e-mail and telephone number. Staff or children's personal information must not be published.
- United Learning Web Support will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the Nursery's guidelines for publications including respect for intellectual property rights and copyright.

Can child's images or work be published?

Still and moving images and sounds add liveliness and interest to a publication, particularly when children can be included. Nevertheless, the security of staff and children is paramount. The publishing of children's names with their images is not acceptable. Published images could be re-used, particularly if large images of individual children are shown.

Strategies include using relatively small images of groups of children and possibly even using images that do not show faces at all. "Over the shoulder" can replace "passport-style" photographs but still convey the educational activity. Personal photographs can be replaced with self-portraits or images of children's work or of a team activity. Children in photographs should, of course, be appropriately clothed.

- Children's full names will not be used anywhere on the website, particularly in association with photographs
- Images that include children will be selected carefully and will not enable individual children to be clearly identified.

- Written permission from parents or carers will be obtained before images of children are electronically published. An internal data base of permissions is managed by the e-safety coordinator.

How will social networking and personal publishing be managed?

For use by responsible adults, social networking sites provide easy to use, free facilities; although often advertising intrudes and may be dubious in content.

Examples include: Facebook

- The nursery will block/filter access to social networking sites at nursery
- Specific staff only (DSLs) will have access to the nursery Facebook page
- The nursery will make staff aware of the risks of using these social media sites i.e. the safeguarding risks of engaging with conversation with parents.

Online Learning Journals

We ask that parents and carers do not screen shot any photos on to any devices that include other children but their own and to not share these with anyone else. This includes all social media platforms.

How will filtering be managed?

Levels of Internet access and supervision will vary according to the child's age and experience. Internet access must be appropriate for all members of the nursery community. The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (commonly described as filtering):

- Blocking strategies prevent access to a list of unsuitable sites. Maintenance of the blocking list is a major task as new sites appear every day.
- A walled-garden or "allow-list" restricts access to a list of approved sites. Such lists inevitably limit children's access to a narrow range of information.
- Dynamic filtering examines web page content or e-mail for unsuitable words. Filtering of outgoing information such as web searches is also required.
- Rating systems give each web page a rating for sexual, profane, violent or other unacceptable content. Web browsers can be set to reject these pages.
- Access monitoring records the Internet sites visited by individual users. Attempted access to a site forbidden by the policy will result in a report.
- The nursery will work with United Learning and West Sussex County Council to ensure that systems to protect children are reviewed and improved.
- If staff or children discover unsuitable sites, the URL must be reported to the e-Safety Coordinator.

How can emerging technologies be managed?

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, wide Internet access and multimedia. A risk assessment needs to be undertaken on each new technology and effective practice in classroom use

developed. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

Even e-mail should be considered an emerging technology until rules have been set.

Video conferencing introduces new dimensions. Web cameras can enable limited video to be exchanged across the Internet. The availability of live video can increase safety – you can see who you are talking to – but if inappropriately used, a video link could reveal security details.

How will Internet access be authorised?

The nursery should allocate Internet access for staff and children based on educational need.

How will risks be assessed?

As the quantity and breadth of information available through the Internet continues to grow it is not possible to guard against every undesirable situation. The nursery will need to address the issue that it is difficult to remove completely the risk that children might access unsuitable materials via the nursery system.

- The nursery will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a nursery computer. Neither the nursery nor broadband supplier can accept liability for the material accessed, or any consequences resulting from Internet use.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- The nursery should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.
- Methods to identify, assess and minimise risks will be reviewed regularly.

How will e-safety complaints be handled?

Parents, practitioners, and children should know how to submit a complaint. Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the Internet use was within or outside nursery.

A minor transgression of the rules may be dealt with by the Manager. Other situations could potentially be serious, and a range of sanctions will be required, linked to the Nursery's disciplinary policy. Potential child protection or illegal issues must be referred to the nursery Designated Child Protection Coordinator or E Safety Coordinator. Advice on dealing with illegal use could be discussed with the local Police Youth Crime Reduction Officer.

- Children and parents will be informed of the complaint's procedure.
- Any complaint about staff misuse must be referred to the Manager.
- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Parents and children will need to work in partnership with staff to resolve issues.

Please ensure that this Policy is cross referenced with United Learning Guidance regarding E Safety: <https://hub.unitedlearning.org.uk>

Mobile Device Policy

This policy applies to 'standard' mobile phones as well as smart phones and smart watches, such as iPhones, Blackberries, Android and Windows phones, and other Wi-Fi enabled devices such as iPads, iPods, tablets, laptops and smartwatches with cameras. Use of mobile devices is regulated.

We believe that our staff should be completely attentive during their working hours to ensure that all children in the nursery receive good quality care and education. Mobile phones must not be used during working hours.

- Mobiles must be kept on silent or switched off during working hours and locked with staff belonging in the staff room.
- Smart watches are not permitted in the rooms
- Mobiles may only be used on a designated break and only in a child free area of the nursery
- Preferably a nursery mobile should be used on outing from the main nursery building however if this is not possible staff may use mobiles on outing for nursery/emergency use only
- Mobiles must never be used to take photographs of
 - any of the children
 - any area of the nursery where identifiable information about the children is present
 - or any member of staff at work during working hours.

It is the responsibility of all members of staff to be vigilant and reporting any concerns to the Nursery Manager.

Concerns will be taken seriously, logged, and investigated appropriately (see allegations against a member of staff policy). The Manager or Deputy Manager in their absence reserves the right to check the image contents of a member of staffs' mobile phone should there be any cause for concern over the appropriate use of it. Should any 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's dismissal.

Parent use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their mobile telephones, or other personal devices with imaging and sharing capabilities, whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone/device inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about their child

Parents are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Staff are to be vigilant when parents/carers are on settling visits within rooms and explain our mobile phone policy on arrival.

Visitors' use of mobile phones or other personal devices with imaging and sharing capabilities

Visitors are not permitted to use their mobile phones or other personal devices with imaging and sharing capabilities whilst at nursery and are asked to leave them in a safe secure place such as the nursery office for the duration of their visit.

Cameras/ipads

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 progression within the Early Years Foundation Stage. However, it is essential that photographs are taken and then stored appropriately to safeguard the children that are within our care.

Only the designated nursery camera or iPad or tablets are to be used to take any photos within the nursery setting or on outings. Images that are taken on this camera, iPad or tablets must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff have a responsibility for the safe keeping of the camera, iPad, or tablets. Under no circumstances must these devices be taken into bathrooms without prior consultation with the Manager or Deputy Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Deputy Manager must be asked first and staff supervised whilst carrying out this kind of activity. At all times the camera, iPad or tablets must be placed in a prominent place where it can be seen.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>April 2025</i>		<i>April 2027</i>