

## St John's Pre-school Nursery

### E-Safety Policy

#### Statement of intent

It is our intention to make St John's Pre-school Nursery a safe place for all the children who attend

#### Aim

To ensure that there are effective procedures in place to protect children from the unacceptable use of technology and internet in the Nursery and to promote positive use.

#### Responsibility: **David Eaves the Nursery Manager is the named E-Safety Lead**

But we also note that all staff are responsible for the appropriate use of technology by children, staff, visitors and parents within the nursery, and at home.

#### Use of Technology in the Nursery:

- At the Home visit, parents receive a letter explaining why we take photos, and permission is sought through a consent form, for the child to be photographed for any / all of the following purposes:
  - o A photographic record of development during their time in Nursery
  - o Video footage of Nursery activities in progress
  - o Media publication
  - o Website advertisement / promotion
- Parents and visitors who come in are asked not to take photos except ones only of their child, with no other child in the photo.
- The Nursery digital camera does not leave the premises with photographs and is kept locked in the office when not in use for a prolonged period.
- The photographs from the digital camera are kept on the Nursery computer and printed on the Nursery printer or printed anonymously and securely using a password protected USB stick at the Church Offices.
- Printed copies of photos are put in the children's files, in scrapbooks and within the nursery. These may include other children. At the end of their time at nursery, parents take home the file and are offered a CD of all the photos taken that include their child. However, this excludes any children whose parents have not given permission.
- Staff and volunteers do not have mobile phones on their person during working hours whilst at Nursery. This does not include off site visits, where the use of the nursery mobile phone is encouraged, parents are given this number to communicate with in emergencies.
- Cameras and video use is monitored by the setting manager.
- Parents and visitors are informed that no mobiles are to be used in the nursery. Calls are taken outside.
- The children's tablets are securely locked from free access to the internet or apps by the use of age appropriate software, children must request access and are given a designated time of supervised play.

## Use of Internet in the Nursery

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. Therefore, the following methods are in place:

- Internet use is restricted in the nursery and access for children is only approved for sites that have been checked by the E-Safety Lead and within supervised sessions.
- The nursery uses the school's internet filtering system which strictly limits accessible sites, search terms and advertising.
- All staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law.
- If staff or pupils discover unsuitable sites have been accessed on the pre-school tablets or laptop, they must be reported to the E-Safety Lead immediately so that filters can be reviewed.
- we will positively present the appropriate use of the internet to parents/carers through newsletters, sessions and links.

This policy was reviewed at a meeting of St John's Pre-school Nursery

Held on (date)

16 November 2021

Signed on behalf of the Board of Trustees

Role of signatory

CHAIR

Review date

November 2023