

Online Safety Policy

This policy sets out the procedures and responsibilities for The Life Nursery staff using equipment and information and communications technology (ICT) such as computers, the internet, land line and mobile phones and other electronic devices. This policy states the guidelines in which staff are expected to follow and makes clear what is considered acceptable use when using them. These facilities are a part of our nursery and should be used appropriately and in the best interests of The Life Nursery.

All staff follow the statutory guidance 'Keeping Children Safe in Education (2023)' – Annex D Online Safety.

EYFS (2024) states:- 'Safeguarding policies must include: how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting'

ICT

Security and Passwords

Passwords are used by the Manager and Deputy who have their own laptops for use at home which they can access their emails and documentation for the nursery such as reports, policies, templates for forms, planning etc. Passwords for these devices remain confidential and are not shared under any circumstances with any other person. Important documents are emailed through a secure email using 'GALAXKEY'. These laptops are not kept in a car unattended.

Email

Each member of staff has their own work email address and this should be used for work purposes.

- Staff are to be vigilant when using email. Emails are not a secure system of communication and can be accessed by third parties. Any confidential emails should be sent securely using 'Galaxkey'.
- All emails which are related to The Life Nursery should not be sent using a personal email address.
- Under no circumstances should staff use email to send abusive, sexist, offensive, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which could be seen as being offensive.
- Staff will not open any unknown/spam emails which may link to viruses on the nursery computer
- Such use of offensive emails would be considered as harassment/discrimination and could potentially lead to disciplinary action/dismissal. Should any member of staff receive any unwanted emails they should speak as soon as possible to the Nursery Manager or the Board of Directors.

Access to the Internet

The internet can be accessed by all staff in relation to nursery matters (including researching resources, planning ideas etc).

In order to protect staff and our children:-

- Staff will not download music for personal use / films / You Tube, inappropriate obscene, pornographic or other offensive websites
- Staff need to be vigilant and be careful in what they search or download on any nursery devices
- Such use of inappropriate internet access would be considered as misconduct and could potentially lead to disciplinary action/dismissal.

All staff have the responsibility of reporting any known misuse of either email or internet to the Nursery Manager or Board of Directors.

Access to the internet is not allowed within the nursery whilst the children are in attendance without approval from the Nursery Manager or Deputy Manager.

Personal use of the Internet, Email and Telephones

Staff are not permitted to use electronic equipment which belongs to The Life Nursery (including email, internet and telephones) for their own personal use.

Should staff need to make telephone calls during working hours, this should be authorised by the Nursery Manager and own devices should be used wherever possible and away from the children. Disciplinary action may commence if procedures are not followed and staff are found to be abusing the use of The Life Nursery's equipment or un-authorised time is spent on personal calls or messages during working time.

Data Protection

Staff should adhere to the requirements of the General Data Protection Regulation 2018 (GDPR). (See GDPR policy for further information)

Downloading of Software and Installing Software

Staff should seek authorisation from the Nursery Manager prior to downloading any software onto nursery devices. Un-authorised installing of software may lead to disciplinary action or dismissal.

Using Removeable Devices

USB's must not be used unless authorised by Nursery Manager. Should authorisation be granted, prior to using any removeable storage media which has previously been used on personal equipment (USB pen drive), this device must be checked for viruses. Under no circumstances should photographs or data relating to children be downloaded onto a USB.

Tablets / IPADS

When staff are using a tablet or IPAD device for taking photographs of children to include in learning journeys and displays, this will not be connected to a WIFI source or any other source which would enable them to send pictures or information of children.

Social Media

At The Life Nursery, we protect all our children by having procedures in place for safe use of social media.

This policy explains the responsibility of staff when using social media, both on the nursery premises and in their own time. It applies to all staff and to anyone else working at the Life Nursery, including volunteers, apprentices and students. It does not form part of your Contract of Employment and can be amended at any time.

Staff use of Social Media

Staff are to be responsible and professional in using social networking sites in connection with The Life Nursery, their colleagues, parents and children.

What is social media

OUR BD4 CIC define social media as websites and applications that allow users to create and share content and/or take part in online networking. The most popular sites include the following:-

- Facebook
- Snapchat
- Twitter
- LinkedIn
- YouTube
- Instagram
- Pinterest
- Flickr
- Tumblr
- Reddit
- Tik Tok
- WhatsApp

When staff use social networking sites such as Facebook and Instagram they must:-

- Not make negative comments in relation to The Life nursery or colleagues, parents/carers and children
- Not send private messages to parents/carers, unless in exceptional circumstances with the authorisation from the Manager
- If parents ask questions relating to the nursery via social networking sites to a member of staff, staff should reply asking them to contact the Nursery Manager via the nursery facebook page, email, telephone or the next day if not urgent
- Ensure that any posts reflect and demonstrate their professional role in the community (eg no inappropriate photos or comments ie foul language)
- Report any concerns relating to a child or the nursery to the Nursery Manager or Deputy Manager
- Not post anything that could be misconstrued and have an impact on The Life Nursery's reputation or relate to the nursery or any parents/children/staff in any way

If the above is not adhered to, staff could face disciplinary action which could lead to dismissal (see Employee Handbook).

This policy also covers consideration of personal blogs, any posts staff may make on other people's blogs and to all online forums and noticeboards.

The Life Nursery use facebook to share pictures of the activities that the children have been part of and for the parents/carers to view. In order to safeguard children we will:-

- Ensure consent is given from parents/carers for their child to be included on the nursery facebook page. This is done prior to the child starting nursery and by the parent/carer completing the admission form
- The Manager will be the only person allowed to upload photos onto the nursery facebook page and parents/carers will be able to like/comment
- The Manager will monitor the nursery facebook page and address any concerns immediately
- The Life Nursery ask that all parents/carers share any concerns of inappropriate use of social media by speaking with the Manager of the nursery straight away

Using social media at work

Staff must not use The Life Nursery IT resources to access social media unless they need to do so as part of their job. Staff must not use personal phones, for example – to access social media during working hours unless during lunch times.

Staff responsibilities when using social media

Staff should always identify themselves and make it clear their opinions are their own and they are not speaking on The Life Nursery's behalf. Staff must use their own personal email address and not their Life Nursery email address.

It is the responsibility of all staff to protect the Life Nursery's interests and they must not publish anything that could directly or indirectly damage or compromise the nursery's reputation. Staff must never speak on the Life Nursery's behalf on social media unless authorised to do so by the Manager and staff must always make sure anything they do post is accurate and lawful. Staff must always get permission from their colleagues prior to posting images of them or any of their personal details.

Staff must take personal responsibility for their social media content. If they can be identified as working for the Life Nursery, then they must ensure that their profiles and anything they post, are congruent with how The Life Nursery expect them to present themselves to colleagues and others associated with the nursery. Staff must be mindful that even if they do not name The Life Nursery as their employer, people who know them may know where they work and may still make an unwelcome

association with the Life Nursery. If you are in any doubt about what is and is not acceptable, please talk to the Manager.

Staff must always show respect to others when using social media. Staff must never criticise The Life Nursery, children, parents, outside agencies, colleagues or anybody else they come into contact with professionally. Our other policies give guidance on the type of behaviour OUR BD4 CIC consider unacceptable in the Life Nursery and we expect you to maintain the same high standards when using social media (see Employee Handbook, Inclusion and Equal Opportunities policy). The Life Nursery will not tolerate any of the following:-

- Abusive or threatening language
- Sexual explicit language
- Unlawful or disrespectful comments
- False or misleading statements
- Impersonating your colleagues or third parties
- Inciting somebody to commit a crime

Staff are obliged to respect the Life Nursery's confidentiality at all times and not to use social media to comment on sensitive matters.

OUR BD4 CIC insist that staff never use OUR BD4 CIC and The Life Nursery's logo, trademark or other corporate artwork in anything they post or as part of any of their social media profiles.

Staff must remain aware at all times of the public nature of social media. Even content posted on a restricted forum can quickly be shared across other social media and staff must assume that anything they publish anywhere will sooner or later reach the public domain. When staff share content posted by others, remember that they may be seen as giving tacit approval to opinions that could bring The Life Nursery into disrepute.

Staff must never air grievances about the Life Nursery or any of its activities on social media. Staff should follow the appropriate procedure should they wish to make a complaint, raising it first with the Manager. If the issue remains unresolved, staff must then follow the formal grievance procedure detailed in the Staff Handbook.

It is acknowledged that some staff may have genuine friendships and social contact with parents of children outside of the professional setting of The Life Nursery. Staff in these situations should be more conscious of their social media security settings and also the content they are sharing.

Staff should be aware that The Life Nursery reserves the right to monitor or inspect email, internet access or any social media account used for work purposes. The Life Nursery considers that valid reasons for checking internet usage include concerns that there has been a breach of this policy, the 'Child Protection and Safeguarding policy' or any other nursery policy where evidence of that breach may be found within the email or social media account. The nursery also reserves the right to perform random checks on electronic communication to ensure they are being used appropriately and to ensure the safeguarding of our children.

Under no circumstances should staff use any form of social media to discuss the daily activities of children.

Other social media guidance

Staff must always respect copyright and always check whether or not a third party's content is protected before they reuse or re-post it.

The contact details of any other professional bodies linked to The Life Nursery that staff may make whilst employed by the nursery belong to OUR BD4 CIC and must remain confidential. When staff

terminate their employment at The Life Nursery, they must give back this data and delete any copies in which they may have, including any that they have added to their social media accounts.

Staff must contact their Manager if they find anything posted to a social media site that breaches this policy or otherwise brings the Life Nursery into disrepute.

Staff must ensure they familiarise themselves with The Life Nursery policies and procedures with regards to safeguarding and child protection upon induction.

Camera, Mobile Phone and Recording Device Equipment

This policy refers to all electronic devices which are able to take pictures, record videos, send or receive calls and messages. These devices include cameras, mobile telephones, tablets and recording devices including smartwatches. This policy is in addition to and forms part of, the Child Protection and Safeguarding policy in order to:-

- Protect children
- Protect staff from allegations
- Protect parents/carers and visitors from allegations
- Maintain high standards of care within the nursery.

To ensure the safety and well-being of children, The Life Nursery forbids any member of staff to use personal phones or smart watches during working hours and in the presence of the children, except during lunch time periods and not in view of the children. In addition, the use of mobile phones, personal cameras and recording devices by staff members, parents, students, volunteers and visitors to the nursery is forbidden anywhere inside and outside of the building where children are present. Prior to children starting at The Life Nursery, parents/carers complete an admission form which includes consents to photos of their children being shared eg on displays, social media, website, displays within nursery, newspapers/websites, local companies, competitions, events and learning journeys. In addition, children who attend our nursery may have a Social Worker involved and have in place a 'Child Protection or Child in Need' plan and The Life Nursery has a duty of care to safeguard these children.

It is the responsibility of all staff to ensure:-

- Any personal devices that are brought into the nursery should be placed on 'silent mode' and left in practitioners' bags locked away in the office area.
- Staff members, students and volunteers may access personal devices during lunch time periods, but they are only to be used out of the sight of children, off the nursery premises or in the office.
- Should a staff member or any other person need to have their mobile phone switched on loud for any reason, they must discuss this with the Manager and keep this in the office. Should a staff member feel they need to check their mobile phone whilst working, they must discuss with Manager prior to this happening.
- Staff are permitted to give out the nursery's telephone number to be contacted by a partner, parent/carer, family member and child's nursery or school in the event of an emergency.
- The use of a mobile phone, recording device or personal camera whilst not on their lunch break may lead to disciplinary procedures (see Employee Handbook).
- Children will only be photographed using designated Ipads/Tablets owned by The Life Nursery, for the purposes of providing evidence to complete children's observations for their Learning Journeys. Ipads/Tablets must be handed in to the Manager at the end of the working day to be locked away.
- All nursery IPADS/Tablets will not have any social media or messaging apps on them
- All nursery IPADS/Tablets will be password protected and known by all staff
- Photographs may be uploaded onto the Nursery laptop which is password protected and locked away at the end of the day by the Manager. This laptop is kept at nursery at all times.
- Children will only be photographed if written consent is obtained from their parent/carer on the admission documentation.
- Should outings with children take place, staff will use a mobile phone which belongs to The Life Nursery in case of emergencies. No photographs will be taken using this mobile phone.
- Under no circumstances should IPADS/Tablets be taken home by staff and must remain locked away in the office.
- All members of staff have a responsibility to challenge any person seen to be using a mobile phone, camera or recording device in the nursery or outside the nursery whilst children are present, whether they are just quickly looking at their phone, having a quick conversation or holding their mobile phone as

