

Policy for Staff and Parents ICT and e-safety.

Statement of Intent

At **Bright Sparks Nursery** we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or Fitbits (with the exception of step counters) during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

At Bright Sparks Nursery, we recognise that photographs and video recordings (where applicable) play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/fitbits should be stored safely in staff lockers or in a locked filing cabinet at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones or any other information storage device, either personal or nursery owned
- When using social networking sites such as Facebook staff must:
 - Not name the setting they work at
 - Not make comments relating to their work or post pictures in work uniform
 - Not send private messages to any parents/family members
 - If a parent ask questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
 - Ensure any posts reflect their professional role in the community (e.g. no drunken night out pictures or crude comments)
 - Report any concerning comments or questions from parents to the manager/safeguarding lead
 - Follow the staff behaviour policy
 - Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
- If any of the above points are not followed then the member of staff involved may face disciplinary action, which could result in dismissal.

Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures:

- Reported to the EY office via email, telephone call, written letter or in person
- Reported over a weekend via the nursery website enquiries portal
- Complaints Procedure (detailed on website)
- If confidential or of a sensitive nature an appointment to see the Head of Early Year. In her absence one of the named Deputies. If your concern is with the Head of Early Years then you should report this to Mr Michael Kennedy, College principal.

Cameras and Recording Devices

Parents

We will obtain permission when each child is registered and we will update it on a regular basis to ensure that the permission given is still valid.

We will ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security in relation to CCTV (Currently outdoors only).

We will ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the setting premises without the prior consent of the manager.

During special events, e.g. Christmas concerts, parties, outings, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas concerts, parties etc. are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

Staff

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobile phones, smartwatches or other devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met.

Staff may bring their mobile phone on site but it must be locked away in a safe location whilst on site.

At no time will staff use or check their mobile during any contact time with the children, this includes when children are sleeping.

Staff may only use their mobile phones in their lunch times in adult only locations on site where children are not present.

Staff should inform their personal contacts that they may be contacted via the nursery number but this should only be for important urgent reasons. All contacts whilst at work should be via the office on the school phone number.

If an urgent/ emergency call is expected, then the member of staff should inform the office so that they may be released from duty in order to take the call.

If staff are going out with their key children, they must take a nursery mobile phone. These are kept on the office filing cabinet.

Staff ensure they let the Nursery Administrator or Head of Early Years know which phone they have with them.

Staff will charge the mobile phones up on their return and ensure there is credit on them before use. Credit can be placed on the mobile phones by the Head of Early Years.

Staff often use a portable USB device to store their assessment records, planning and observations including photographs. These devices must be encrypted to protect the data stored in accordance with data protection procedures.

<i>Reviewed by AH 17.12.2020</i>	<i>Reviewed by AH 10.03.2021</i>