

## **Bell House Nursery Online safety Policy**

Bell House Nursery has a commitment to keeping all children and staff safe and healthy and the online safety policy operates at all times under the umbrella of the Safeguarding Policy. The online safety Policy is the implementation of the Safeguarding Policy & Mobile Phone Policy in relation to electronic communications of all types. Our aim at Bell House is to ensure the safe use of technology at all times, we understand that the use of technology is used to enhance the work of the nursery and to provide a working knowledge of technology in a fun and stimulating way for the children. The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment skills. Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning and curriculum.

### **Digital Images**

Bell House Nursery is a Mobile free zone. All staff must sign in their mobile phones at the beginning of their shift and place these in the lockable cabinet in the manager's office. Visitors are never left unsupervised and are made aware that we are a mobile free Nursery. Visitors are asked to keep their phones in their bags when having a tour of the Nursery, or they may store these away in the lockable cabinet in the manager's office. Children should use a child friendly digital camera and any photographs will be downloaded or deleted at the end of each session. Staff must only use the setting's tablets to take any photographs and these must be uploaded to the child's individual online account or deleted if they are not being used. After a child has left the setting all images of that child will be destroyed, and their Tapestry profile will be archived.

Staff cannot use any other digital device to take photographs in the setting. Parent's or Carer's permission will be obtained for all images taken. Video footage will be taken using the Tapestry software, this will be used for observation purposes and will be uploaded to the child's individual learning profile. We also make the request of visitors that they do not use their mobile devices in the setting at all, We ask for events such as the graduation and Christmas performances, that if parents wish to photograph their children, that they do not post this on social media as other parents may not give consent to this.

## **Computer and Internet use**

All computers are owned by Bell House Nursery, and we have appropriate software to ensure safe internet use. We have ensured that the appropriate filters are applied to the nursery internet and software so that inappropriate media and materials cannot be accessed whilst at the Nursery setting. If staff discover unsuitable sites have been accessed on the nursery PC, they must report their findings to the manager immediately so that filters can be reviewed. A member of staff will observe the children when they are using the internet and ensure that it is appropriate. Work email accounts may only be accessed on the Bell House Nursery laptop, unless written permission is given from the manager. Nursery Internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate Internet use and will be taught about internet safety as part of their curriculum. Staff will guide children in online activities that will support their learning journeys. The Internet is also used in the nursery to support the professional work of staff, to allow effective planning and to enhance the nursery's management information and business administration systems. Social networking sites will not be accessed during work hours. Children will only use age-appropriate software in the setting. Staff are asked not to contact parents from their personal email accounts, nor give out their personal email addresses. Staff may access the internet via their personal smart phones in their own time and during their staff breaks.

## **Social Media**

Bell House Nursery operate a closed Facebook group which is for the sole use of staff and parents of Bell House Nursery. We verify all requests to ensure that any parents or staff who join are current parents and staff. We advise that for continued professionalism staff do not request or accept requests from parents on any social media sites.

Reviewed by Clare Hayes and Amelia Pullen

Reviewed on March 2023

Next review date March 2024