



E-Safety Policy

(Use of Mobile Phones, Cameras, Smart Watches, Computers and Tablets)

2024-2025

At Enchanted Wood Preschool 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 preschool 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 or smartwatches during working hours.

Parents

- Parents are asked not to use their mobile phones in the presence of the children at the preschool. In the case of an emergency they would need to leave the site to make or receive a call.
- If parents wish to use their phone to take a photo of their child (or a camera), they must ask the permission of a member of preschool staff and ensure only their child is in the photo.

Staff, students, volunteers and parent helpers

- All staff, students, volunteers and parent helpers must ensure that personal mobile phones are left inside their bags or placed in the drop box and not used for during the session.
- The preschool provides mobile phones which the staff use for photographing the children and for making calls to parents or other professionals.
- If staff have a personal emergency, they are free to use the preschool's phone.
- Staff bringing mobile phones into the setting must ensure there is no inappropriate or illegal content on the phone, and place in the mobile phone drop box whilst in session.
- Staff will need to make their families, children's schools etc. aware of emergency work telephone numbers (preschool mobile phone numbers). This is the responsibility of the individual staff member.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the preschool manager.
- The preschool manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should 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 disciplinary measures.

Use of photos

- 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 in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated preschool phones/cameras are to be used to take any photo within the setting or on outings.
- Images taken on these iPhones must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Staff may publish photos taken on the preschool phones/cameras of children with consent on:

- the preschool website (enchantedwoodpreschool.co.uk);
- the preschool Facebook page.
- The names of the children in the photos will not be shown under any circumstances.
- Parents/carers who do not wish their children to appear in one or more of these places should inform the manager which are/are not acceptable (this is done via the registration form)
- Any other use of photos or videos will be checked with parents/carers beforehand.
- Staff will not share any images or videos of nursery children via any other online channel. This will be gross misconduct and could result in dismissal.
- Photos of the children will be stored in the preschool OneDrive folder, which is accessible by all staff members for the children's learning journeys. Staff members are not permitted to transfer any photos out of OneDrive and into any other folder on their personal computer. This means that the manager retains control over the photos.
- Photos are permanently deleted from all preschool computers and the nursery OneDrive account after 12 months.



Computer Use

Staff at Enchanted Wood Preschool have access to computers in and outside the workplace for the use by them and the children in connection with the preschool's business. The preschool expects certain standards of professional conduct to be observed by employees, students and other designated persons in order to protect the preschool's legitimate business interests and to ensure children are always safeguarded from the dangers of inappropriate use.

Staff use online learning journeys to monitor and track children's progress. These are all stored safely via the preschool's one drive and will be kept on file for the duration of their time with us. These will be printed and given to the parent's when the child leaves and deleted from the system.

Staff sign a code of conduct to explain professional usage and privacy declaration of computer systems.

Tablet Use

Team members may take photographs of the children, with the tablet, to support observations, these are to be uploaded onto the child's own page as soon as possible, once uploaded onto the page the original photo should be deleted, photos are not to be stored on the tablet.

Team members are not permitted to take the tablets home, and they are only allowed to use the nursery Tablets.

Acceptable e-mail and internet use

Use of the email and internet by employees is permitted and encouraged where such use supports the goals and objectives of the preschool. However, the preschool has a policy for the use of the email and internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way for business purposes
- do not create unnecessary business risk to the company by their misuse of the internet

Children's use

Today's children are more knowledgeable than previous generations in understanding the workings of computers and in finding their way around the internet. Whilst we would never seek to prevent children from developing their IT skills, we must be wary of the hidden dangers that face children in using the internet and children's naivety in these matters. Therefore, we have taken the following precautions to safeguard them:

- use of a content control solution across all settings
- use of passwords by staff so they know when children are accessing computers
- regular but not intrusive monitoring by staff during children's usage

Children may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. We therefore recognise our responsibility to raise staff awareness of these issues and educate our children, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.