



Policy for the use of Internet and Electronic devices, camera and film at Lake Street Nursery Including Internet Safety for Children

EYFS: 2.1 & 3.4

This policy refers to all electronic devices able to take pictures, record live film, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches.

More and more devices are technically capable of connecting us to the outside world and contain recording and camera as an inbuilt feature. The COVID pandemic has increased this process as services have moved to less face to face contact.

Lake Street Nursery acknowledges that in an increasingly online working world there is a need to access the internet in ways not previously recognised in Early Years Settings. Our use of the internet increases the efficiency of the Nursery operation, including our communication with parents and is used for:

- *regular updates on child development/photos to parents*
- *parents to communicate quickly to the setting via modern apps on their phones*
- *child record keeping*
- *observations and photographs via the FAMLY app and using cloud storage*
- *online with banking with verification processes via phone apps*
- *online training and meetings e.g. Teams, Google Meet, zoom*

Therefore, increasingly Lake Street Nursery, in line with others locally and nationally, is using devices such as ipads, mobile phones, tablets and PCs that connect to the outside world to process and transfer data, accept calls, messages and video calling.

This policy will be reviewed at least annually. It will be available to parents and officials via our web-site and sent to our parents, volunteers and staff when reviewed. It will be included in staff induction and in INSET day updates to training.

This policy is in place to safeguard children and families at all times and to ensure we follow the national legislation for data protection, and the professional conduct expected of all staff, Trustees and volunteers

The core of safeguarding is our robust recruitment and supervision process and in the layout of our setting - both inside and outside. Alongside training, policy and procedure that is regularly reviewed

Personal Devices



To adhere to the highest standards of safeguarding and work practise the following is in place for personal devices belonging to staff and those working with the children:

- Staff must have their personal devices (including SMART watches) turned off and kept in the lockers provided during hours when the children are in attendance
- Staff must give their emergency contacts the Workplace number 01865 727939 and stress the importance of using this to contact them
- In exceptional circumstances a mobile phone can be left in the outer office with the Administrator, for example: if a personal call is expected urgently (e.g. critically ill relatives, urgent hospital contacts)
- The Administrator and Manager need to access their personal devices for use with the CAF online banking system as a code is sent to their personal phone. These transactions will be made in the offices only, away from the children and preferably at times when the children have left. Committee and staff team are all aware of the use of these apps and are vigilant
- Staff cannot use their phones to take pictures containing children at the session or during the session FOR ANY REASON.
- Staff can only make use of approved devices and systems during the session e.g. setting ipads, laptop and computers
- No filming or photographs of children can be sent to personal devices UNDER ANY CIRCUMSTANCES
- Staff are advised that friendships with parents via social media are inappropriate [the only exception to this is if they are related to a family at the setting and have established social media links). They would not be expected to exchange personal information with any family member via the officially setting links e.g. FAMLY in these circumstances. They would need to ensure a clear separation between their professional and private roles should such a relationship exist and would not normally be Key Person to a relative
- Staff are expected to be completely attentive to children's needs during the session and to prioritise face to face engagement with children and colleagues and not be distracted by devices of any kind
- Fitbits are allowed as long as they do not have the ability to send or receive photos or video messages/calls. They must also have ALL notifications turned off during working hours. Failure to do so may result in disciplinary action
- Visitors to the setting, including parents, are advised to turn their phones off and to engage with the children while at the setting and are not allowed to photograph children. This applies to Baby and Toddler groups and events where children are present. [Occasional permission is granted for photographs, **given by a member of staff**, for a parent to take a photograph for family use that involves only their own child while attending an event or baby and toddler group e.g. a child winning a raffle prize]
- In an emergency if a call is necessary a parent will be asked to take their call in the lobby or outside away from the children
- The Manager and the Administrator may download apps to their phone to enable the security necessary for the online banking and to access FAMLY in an emergency, unless a suitably enabled phone can be issued. These staff members will be responsible for the safekeeping and use of these devices and will use them in an office away from the children. Other staff are aware that the Manager and Administrator are using devices and so can maintain vigilance.



- The Manager has the ability and is responsible for giving access to the FAMLY app for staff members and may occasionally grant this access for home working agreed in advance
- Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos
- Staff are able to make their family and friends aware of the Nursery telephone number: 01865 727939 to be used in the event of an emergency.

Use of Nursery electronic equipment and devices

- **approved apps or downloaded content adhering to data protection** legislation and highest security standards
- Setting uses FAMLY
- Photographs of children are stored securely in cloud storage with advice from our IT company to ensure legislation regulations are met
- Setting currently employs an IT company to support and advise dealing with internet security and content and the Administrator keeps up to date with any legislative requirements. The Management Committee (Trustees) hold the ultimate responsibility to ensure requirements are met
- I pads or the setting laptop will occasionally be used at home by staff for specifically agreed periods of time. e.g. local or national lockdown or closures, or agreed overtime. The Manager must give permission.
- Staff may have permission to take a mobile phone on outings with them as a security measure. Other staff phones will be left in the setting and staff will not be alone with children on outings: always a minimum of two staff
- The use of nursery devices, such as tablets, must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them other than the FAMLY app used by the Key Persons, Manager and Administrator or apps approved for use with children and will not be accessed by children without adult supervision
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for nursery devices must not be shared or written down
- During outings, staff will use mobile phones belonging to the nursery wherever possible.
- Data held in the FAMLY system is secure and encrypted and backed up continuously as it is a cloud based system, throughout the day. More detail is available from the developers.
- The iPads may be used with the children to share appropriate material such as film and photos related to the children's current interests.
- Children will not have unsupervised access to the iPads.
- The iPads will be password protected and no applications or content will be able to be downloaded without the permission of the management team.
- Access and use of electronic devices will be monitored by the manager and any staff member found to be accessing FAMLY inappropriately, or using social media to bring Nursery into disrepute will be subject to disciplinary procedures.



- Devices and laptops will be locked overnight in a designated locker, filing cabinet or office

Protecting children using internet to access games, films, occasional tv programming

- No unsupervised access is available to children
- All devices used at Nursery are password protected
- Staff only have access to the amount of data necessary to their role
- Committee data access is limited to their role
- Parents are asked for consent before images of their children are used or shared for any purpose other than sharing with them via FAMLY: via the Registration Form, the FAMLY app and is covered in the Key Person interview when a child starts at Nursery
- Restriction settings will be in place to minimise the risk of staff and children being able to access inappropriate content.
- Nursery curriculum will, at a developmentally appropriate level, introduce children to internet safety
- Staff are reminded to check any content they share with children before they start its planned use.
- Staff are reminded that content may contain inappropriate images and 'popups' if live streamed and this should be avoided whenever possible
- Usually suitable and approved apps will be used for sharing sound and film, photographs with the children for such times as Music and Movement, Group times, quiet times and events.

The setting is aware that a PPL or a TV license will be required in certain situations and will comply with current legislation to ensure the correct copyright and licensing regulation is followed

Recruitment and Staff Conduct

At **Lake Street Nursery and Pre-School** we promote the safety and welfare of all children in our care.

- Staff must be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.
- Staff are recruited using the latest advice and guidance from our local safeguarding board and undertake training in safer recruitment to ensure our staff are checked to the highest standards
- Staff are regularly supervised and reminded of their safeguarding responsibilities. Appraisals are in place
- Enhanced DBS is required to work at Nursery or to become a regular volunteer
- Good sight lines are maintained
- Devices must never been used in a bathroom area or where children are changing
- The recording application (FAMLY) used allows parents/carers to view observations and photos of children's work (learning journey) from their own device or computer via email. Parents will be invited through an email process



to confirm their registration with FAMLY in order to view their child's learning journey.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>26 June 2021</i>	<i>Catherine Morey, Manager and Trustee and shared with Committee, Staff, Volunteers and Families</i>	<i>June 2022 Updated September 2022</i>

If you see another member of staff using their mobile phone (or other personal device) to photograph children or responding to notifications on their SMART phone / SMART watch / Personal device, please report this to your manager.

If you see another member of staff accessing inappropriate material or allowing children unsupervised use of the iPads please report this to your manager as soon as safely possible

If a member of staff, Committee or volunteer fails to comply with this policy they will face disciplinary action, which could result in dismissal.