

ONLINE AND E-SAFETY POLICY

1. INTRODUCTION

- 1.1. RAFA Kidz has a commitment to keeping children and staff safe and healthy and this policy operates at all times under the Safeguarding Policy.
- 1.2. This policy is the implementation of the Safeguarding and Mobile phone policy in relation to electronic communications of all types.

2. AIM

To ensure the safe use of technology to enhance the work of the nursery and to provide a working knowledge of technology in a fun and stimulating way while safeguarding children.

3. PROCEDURES

- 3.1. 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.
- 3.2. 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.

4. DIGITAL IMAGES

- 4.1. Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of a session.
- 4.2. Staff must only use the setting's own digital camera to take any photographs and these must be downloaded or deleted every half term. After a child has left the setting all images of that child will be destroyed.
- 4.3. Parents/carers permission will be obtained for all images taken.
- 4.4. Video footage will not be taken in nursery unless for a nursery event, in which case a member of staff will take it officially and parents written permission will be obtained prior to footage being filmed.
- 4.5. We also make the request of visitors that they take no unauthorised photographs of their child or other children. When permission is given, these are under strict conditions of publishing their own children on social media and not other children or staff.
- 4.6. RAFA Kidz will obtain written permission from parents/carers to use images of a child in the setting for promotional literature.

5. COMPUTER AND INTERNET USE

- 5.1. The computer is owned by RAFA Kidz and has appropriate software to ensure safe Internet use.

- 5.2. A staff member will be responsible for system support and will ensure that the appropriate filets are applied to the nursery.
- 5.3. If staff discovers unsuitable sites have been accessed on the nursery PC, they must report their findings to the manager immediately so that filters can be reviewed.
- 5.4. A member of staff will observe the children when they are using the Internet to ensure that it is appropriate.
- 5.5. Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- 5.6. Work e-mail accounts may only be accessed on RAFA Kidz computers, unless the manager gives permission.
- 5.7. Nursery internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use. Staff will guide children in online activities that will support their learning journeys.
- 5.8. The internet is also used in the nursery to support the professional work of the staff, to allow effective planning and to enhance the nursery's management and business administration systems.
- 5.9. Social networking sites will not be accessed during work hours.
- 5.10. Children will only use age appropriate software in the setting.
- 5.11. Staff are asked not to contact parents from their personal e-mail accounts, nor give out their personal e-mail addresses.
- 5.12. Staff may access the Internet via their personal smart phones in their own time and during their staff breaks.

6. SOCIAL MEDIA

- 6.1. RAFA Kidz accepts that staff members may choose to accept 'friend' requests from parents on social media sites, or e-mail accounts (we would rather they did not). However, this policy sets out to ensure that they are all aware of the following risks and apply the relevant precautions.
- 6.2. When using social medial sites, no reference to specific parents by children or name.
- 6.3. No pictures taken at the nursery setting should be publishes on personal social media pages.
- 6.4. If staff have chosen to accept a 'friend', they are asked to ensure that any posts are respectful of the setting and always maintain a professional attitude towards their work, or could bring the nursery into disrepute.

6.5. RAFA Kidz Odiham has a closed Facebook group, any staff wishing to post on there needs to seek permission from the nursery manager prior to doing so. Consent for images to be used will be found on the registration form.

7. RESPONSIBILITIES

Management is responsible for the daily administration of this policy.

8. REVIEW

This policy will be reviewed every two years, unless and incident occurs or legislation changes that would have impact on it.

Date Originated	MAY 2019	Signature
Date Reviewed		