

The University of Warwick Nursery

E-Safety Policy

Policy statement

The University of Warwick Nursery is committed to keeping children and staff safe. The E-Safety Policy therefore operates at all times under the umbrella of the Safeguarding Policy. The E-Safety Policy is the implementation of the Safeguarding Policy in relation to electronic communications of all types.

Introduction

We understand that electronic media and technology play an ever increasing part in everyday living. The internet is an essential resource in the nursery which enhances teaching and learning whilst electronic devices allow staff to provide evidence for learning and keep in regular communication with staff and parents. However, the misuse of electronic media and technology in the nursery environment is a concern for parents and practitioners therefore this policy sets out the mandatory requirements.

Staff Responsibilities

The Children's Services manager, Debbie Castle, Nursery Manager, Jo Warren, Assistant Manager, Debbie Pinkerton, nursery practitioners including apprentices, volunteers and agency staff have a shared responsibility to ensure the E-Safety Policy is adhered to and any concerns are reported correctly.

Jo Warren's specific responsibilities are outlined below:

- Ensuring that the E-Safety Policy and associated documents are up to date and reviewed regularly;
- Ensuring that the policy is implemented and that compliance is actively monitored;
- Ensuring that all staff are aware of reporting procedures and requirements should an E-Safety incident occur;
- Keeping up to date with e-safety issues and guidance;
- Ensuring e-safety updates, training and advice is available for staff and parents/carers;
- Liaison with the Director of Wellbeing and Safeguarding, Hannah Friend, to ensure a coordinated approach across relevant safeguarding issues.

Internet use and computers

Staff are permitted to use the internet on the nursery laptops for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme or video footage for the children. Staff are prohibited from using the nursery laptops for personal use. The following points must also be adhered to:

- Staff must ensure there is a password lock on the device at all times when it is not being used;
- Staff are not permitted to leave a child unattended on a computer at any time;
- All videos that are shown to the children should be watched in full by the member of staff concerned to ensure the content is appropriate;

- All images shown to the children should be viewed in advance to ensure it is appropriate;
- Staff are not permitted to browse the internet whilst children are present.

Complaints of internet misuse including a breach of the above contract should be reported to Debbie Castle immediately. If these concerns are of a safeguarding nature they will be dealt with in accordance with the Safeguarding Policy. Debbie reserves the right to monitor any internet sites visited.

Staff may access the internet for personal use via their smart phones in their own time and only during their staff breaks. Children should not be present during this time.

Electronic mail

E-mail is a useful way to communicate with parents about their child and current activities at the nursery. E-mail can be used by staff for work purposes but information must be sent through the nursery's email account, nurseryenquiries@warwick.ac.uk. Staff who wish to send information via the nursery email account must obtain strict permission from the manager.

E-mailing of personal, sensitive, confidential or a classified nature should be avoided but, if necessary, staff should obtain specific content consent from Jo Warren. Any email sent that contains personal data, including names, or any other detail that could identify a child or their parent must be encrypted.

Staff must not contact parents whose children attend the setting using their personal email accounts, social media platforms, nor give out their personal email addresses.

Social media and networking

The University of Warwick Nursery accepts that staff and parents use social media sites. This policy sets out the mandatory requirements for social media users:

1. When using social media sites, no reference should be given to the nursery, specific children or parents by name.
2. No pictures taken at the nursery setting should be published on personal social media pages.
3. Staff should not accept 'friend requests' from parents or 'follow' parents on social media websites.
4. Social media sites should not be accessed from a nursery computer.
5. Staff may access their own social media pages from their own phones but only during their agreed breaks when children are not present.
6. Do not make disparaging remarks about your employer/colleagues. Doing this may be deemed as bullying and/or harassment and would be subject to the University Dignity at Work policy.
7. If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact the nursery manager, the Director of The People Group or the nursery HR advisor immediately.

In addition, the University of Warwick Nursery does not have an independent social media account. All social media activity is monitored centrally through the Internal Communications department.

Photography and video recording

Taking pictures or video recordings of children is necessary as it provides evidence of how each child meets the Learning and Development requirements of the EYFS. Parents are however asked to complete the photography and video filming permission part of their registration form to indicate if images or video recordings of their child can be used for any other purposes such as displays or advertising. Staff are responsible for ensuring these wishes are met. Staff must adhere to the following statements:

- a) Pictures and video recordings can only be taken on the nursery cameras
- b) Nursery cameras, including children's cameras, must only be used to record nursery activities of the children;
- c) Under no circumstances can a member of staff use their own electronic device;
- d) Images and recordings can only be of a single child when being used in children's Learning Journals;
- e) The pictures/video recording must be uploaded onto a single memory stick that is only shared between staff and the parent of child. This must be completed within one week and all images/recordings should be deleted from the nursery computer and camera within the same time frame;
- f) There is no reasonable explanation for taking photographs/recordings of children during intimate care routines and so this must not take place;
- g) The processing of photographs should only take place on nursery premises;
- h) The only exception whereby staff can take photographs/videos on a different device is during forest school sessions and outings. Staff can use their own phone camera if a nursery mobile phone is not available but the same procedure, as stated above, applies.

Parents/visitors are asked:

- Not to take any photographs or video recordings of children, including their own while on the nursery premises.
- The only exception to this rule is during special events such a graduation or the Christmas party. Staff are responsible for setting up a designated area where parents can take pictures but only of their child. Staff are responsible for monitoring this area ensuring no other children are photographed. Parents are asked not to publish any photographs of other people's children on any social media websites.

Any member of staff, including volunteers and agency staff in breach of this policy will be subject to disciplinary action. All staff are responsible for reporting any concerns to Jo Warren.

Mobile phones

It is not acceptable that staff should be using mobile phones to make or receive phone calls while working directly with the children.

We are therefore imposing the following mandatory expectations on all members of staff, students, agency staff and volunteers;

- Mobile phones are not to be taken into nursery playrooms for any reason, unless given specific permission by the most senior member of staff and only under specific conditions, such as waiting for a call from a health practitioner.
- Staff who need to make or receive emergency phone calls during their working hours (excluding lunch breaks) must do so through the nursery office;
- All mobile phones must be kept in staff lockers in the staff room;
- Mobile phones must not be used to take photographs of the children under any circumstances other than those noted in h) above.

Parents/visitors are asked:

- Not to use their mobile phones to make or receive phone call while on the nursery premises;
- Not to use their mobile phones to take photographs of children, including their own child while on nursery premises.

Use of mobile phones when on outings or attending the forest school

- The nursery provides a mobile phone for staff to use when taking children on an outing or to the forest school.
- This phone is preprogramed with the nursery office number and the emergency call number which connects directly to the university security team.
- The nursery mobile phone should only be used for the purpose of contacting the nursery office or the security and for no other purpose.
- The camera on the mobile phone may only be used to gather evidence of the outing. Strict procedures, as stated above, should be adhered to in relation to storing the images/recordings.

Any member of staff violating these conditions will be disciplined under the gross misconduct clause of their contract. Any member of staff witnessing another member of staff violating this policy must report the violation to the nursery manager in accordance with our safeguarding and professional abuse policies.

The implementation of this policy is made in conjunction with our Professional Abuse policy and Safeguarding Children policy.

CCTV

There are two CCTV cameras in the Nursery that are used as a security measure; the cameras are situated in the main entrance and the atrium. The positioning of the cameras protect children's privacy as they are not situated in the individual rooms. George Saxon, the Systems Manager, is responsible for auditing, servicing and erasing images; images are erased after 28 days. Trained staff (DBS certified) within the Campus safety Team are responsible for the day-to-day monitoring of the CCTV cameras.