

<b>Policy/Procedure Title</b>	APN009 – E-Safety	
<b>Review Cycle</b> (*Delete as appropriate)	Annually	
<b>Responsible Department</b>	Science & Public Sector Services – Applewood Nursery	
<b>Procedure *Owner</b> (*Overall responsibility)	Head of Faculty – Science & Public Sector Services	
<b>Responsible *Person</b> (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager	
<b>Types of provision this procedure applies to:</b> (delete as appropriate)	Support Department	
<b>Revision Record</b>		
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Details and purpose of Revision:</b>
0	14/6/18	New Policy
1	September 2020	Annual Review
2	February 2026	Review and update

**Equality Impact Assessment**

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

**Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:**

<b>Date:</b>	<b>Action and Monitoring:</b>
20.2.26	Review and update of policy

**E, D & I Statement**

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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## 1 Policy

Applewood Nursery recognises the benefits and opportunities which new technology offers to children, staff and users of Applewood Nursery. 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. 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. Applewood Nursery is committed to keeping children, staff and users safe always.

## 2 Purpose

Our aim is to implement safeguards within the Nursery to support staff and users of the Nursery to identify and manage risks. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

## 3 Scope

Applewood Nursery staff, volunteers, students, visitors, parents and children.

## 4 Actions and Responsibilities

### Mobile Phones and Smart Devices (including smart watches and tablets)

Applewood Nursery does not allow mobile phones or smart devices to be used in the children's areas of the Nursery. This includes parents, visitors, volunteers, children, staff and students. No one should be using a mobile phone and/or smart device in an area where the children are at any time.

Applewood tablets will be stored in the Ipad lockup cupboard. All mobile phones are to be kept in staff lockers and only to be accessed during breaks or in designated staffrooms only. Visitor/Parents/Carers to leave mobile phones etc in the office.

Applewood Nursery allows staff to bring in personal mobile telephones and other smart devices for their own use. Users bringing personal mobile telephones and smart devices into Applewood Nursery must ensure there is no inappropriate or illegal content on the device. All staff/students must ensure that their mobile telephones and smart devices are always left inside their bag, and bags are to be kept in the staff room or the office. Whilst in the staff room or office staff members and students can use their mobile phones and smart devices. Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the foyer.

Staff will need to ensure that the office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

If members of staff take their mobile phones on outings, in case of an emergency, they must not make or receive personal calls. Members of staff do not use personal equipment to take photographs of children on outings. For staff issued with work mobiles visiting or supporting other settings, the rules above apply. All parent helpers will be requested to place their bag containing their phone in the office and asked to take or receive any calls in the office area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager/Deputy or Faculty Manager regarding use of mobile phones in the building. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

## Visitors / Contractors

Mobile phones are to be left in the office. If it is necessary for visitors/contractors to have their mobile phones to implement their role effectively then they are to be always supervised.

## Cameras

Only the designated Applewood iPads and cameras are to be used to take any photos within the setting or on outings. Images taken on these devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the devices; these must be stored in the locked charging trolley overnight. Images taken and stored on the camera must be downloaded onto Tapestry as soon as possible, ideally once a week by a member of staff then deleted.

Under no circumstances must image taking devices of any kind be taken into the toilet area without prior consultation with the Manager. If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Manager must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the image taking devices must be placed in a prominent place where it can be seen.

Photographs may be taken during productions/outings if permission has been granted by the Manager as occasionally there are restrictions for safety reasons. If permission is granted, then photographs are only for parental/carers personal use and must not be placed on any social network sites. Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.

At times we have local newspapers and other professional photographers take pictures of the Nursery for advertising reasons. Prior to this we will seek permission from parents for this to happen. All photos being taken will be always supervised. Any photos used for advertising will be appropriate and not put any children or adults at risk of safeguarding or embarrassment.

## Social Networking

Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the Nursery's reputation. Staff must not post anything onto social networking sites that would offend any other member of staff or parents using the Nursery. Staff must seek permission from the Applewood Manager before becoming friends with a parent. If staff are friends with a parent that starts using Applewood Nursery, then they must disclose this friendship immediately to the Applewood Manager. If staff allow parents/carers to view their page on social networking, then this relationship must always remain professional; we would recommend that security settings on social network sites are the highest level to prevent anyone whom you're not friends seeing information about your line of work. If any one of these points are not followed, then the member of staff involved will face disciplinary action. The Nursery's daily operation must not be discussed as this is a breach of the setting confidentiality policy.

Parents who have accessed photos of their children through Tapestry whilst at Applewood Nursery should not post these on any social media websites.

## Tapestry

At Applewood Nursery we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and

friends at home and post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership. Any photos of children whilst at Applewood Nursery are not to be put on any social media.

The children's iPads (Applewood iPads) are disabled from use of the internet and any games downloaded are checked by adults before use. Children iPads from home are not used at Nursery.

The adult's iPads are the property of The College of West Anglia. They are connected to the college internet which has a blocking system for certain websites. Only adults only use the iPads in the rooms to connect to and use Tapestry.

### Safety and Security

Staff use iPads to take photographs or videos for observations which are to be uploaded to the children's journals. Each staff member has a secure login which is password and pin protected. The iPads are kept in a secure lockable cupboard.

Staff will be allocated time at work to update journals and assess their key children's next steps. Nursery iPads are provided for this. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must log out as soon as they have stopped working.

If any member of staff suspects that their login details have been compromised in any way, they must inform the Applewood Managers and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Applewood Nursery; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Photographs stored on the tablets are deleted on a regular basis by a member of staff.

### Parents

Parents logging in to the Tapestry system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone, and no shared observations are made including that child.

### When Children Leave

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry, once we have gained parental consent. If the setting does not use Tapestry we will email it through PDF or the parent can give them a hard copy which they will be provided with.

When a child leaves the setting to start school the parents can have their child's learning journey sent to them through email and/or purchase a hard copy which is printed at Applewood Nursery. The parents may also have their child's learning journey transferred over to their school if their school also uses Tapestry. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

## Internet Access

- Children never have unsupervised access to the internet.
- If the setting manager decides that staff and children can access the internet for the purposes of promoting their learning, written permission is gained, and this procedure is shared with parents.
- The designated person has overall responsibility for ensuring that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (i.e. CBeebies)
- Video sharing websites such as YouTube are not accessed with the children due to the risk of inappropriate content and 'pop-ups'
- An online safety poster is displayed for young children.
- Children are taught the following stay safe principles in an age appropriate way;
  - only go online with a grown up
  - be kind online **and** keep information about me safely (don't give out addresses)
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- Designated persons will seek to build children's resilience in relation to issues they may face in the online world, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to [www.iwf.org.uk](http://www.iwf.org.uk)
- Suspicions that an adult is attempting to make inappropriate contact with a child online is reported to [www.ceop.police.uk](http://www.ceop.police.uk): the Child Exploitation and Online Protection Centre
- The setting manager (designated person) ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- Children are not permitted to use email in settings.
- Staff follow HR procedures in relation to safe and secure use of email.
- Staff do not access personal or work email whilst supervising children.
- Staff send personal information by encrypted email and share information securely at all times.

## Websites and Blogs

- Staff refer to HR procedures to ensure websites or other IT publicity is managed properly
- Staff ensure that personal information is shared in accordance with the Data Protection Act.

## Mobile Phones – Children's Use

- Children do not bring mobile phones or other e-devices with them to the setting.
- If a child is found to have a mobile phone with them, this is removed and locked in an office drawer until the parent collects them at the end of the session.

## Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as:

NSPCC            Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)  
Childline        Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

5 Associated Documents

Safeguarding and Child Protection Policy.