

1: Safeguarding and Promoting Children's Welfare

1.5 Online Safety Policy

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1.5 Online Safety Policy

(Including Mobile Phones, Digital Devices and Cameras)

Policy Statement

At Miss B's Nursery, protecting children from harm and ensuring their **well-being is our highest priority**. As part of our safeguarding responsibilities, we have clear procedures to ensure that the use of Information and Communication Technology (ICT) within the nursery does not expose children to risk, inappropriate material or misuse of images.

This policy sets out how ICT equipment, mobile phones, cameras and online platforms are used responsibly within the nursery environment. It should be read alongside the nursery's Data Protection and Confidentiality policies.

The nursery recognises children's rights under the United Nations Convention on the Rights of the Child (UNCRC), including:

- **Article 3** – The best interests of the child must always be a primary consideration.
- **Article 16** – Children have the right to privacy and protection of their personal information.
- **Article 19** – Children have the right to protection from harm and exploitation.

By implementing strict procedures around digital technology and online communication, Miss B's Nursery ensures these rights are upheld.

1.5.1 Use of Information and Communication Technology (ICT)

ICT equipment within the nursery may include:

- computers
- tablets or iPads
- mobile phones
- digital cameras
- other electronic devices capable of recording images or accessing the internet

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Miss B's Nursery has a designated ICT co-ordinator, Kayleigh Botha, who oversees the safe use of digital equipment in the setting.

Key procedures include:

- Staff must only use **nursery-owned ICT equipment** when working within the setting.
- The ICT co-ordinator is responsible for ensuring that all devices are **safe, secure and appropriate for use**.
- Children at Miss B's Nursery **do not independently use computers or internet-enabled devices**.
- Staff may show children photographs and written observations that record their learning and development.

This approach supports children's right to privacy and protection of personal data (UNCRC Article 16).

1.5.2 Email Use

The use of email within the nursery is managed carefully to maintain confidentiality.

- Staff must **not access personal email accounts using nursery equipment**.
 - Work emails must **not be checked or responded to** while staff are actively **supervising children**.
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1.5.3 Mobile Phones

Miss B's Nursery recognises that mobile phones are a common part of modern life; however, strict guidelines are required to ensure they do not compromise safeguarding.

- Children are **not permitted** to bring mobile phones or digital devices into the nursery. If a child arrives with such a device, it will be returned to the parent or carer to take home.
- Staff may only use personal mobile phones **within designated staff areas**, such as the staff kitchen.
- Mobile phones must **not be used in rooms** where children are present.

Parents and visitors are also asked to avoid using mobile phones **while on nursery premises**.

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Parents may only use mobile devices to take photographs of **their own child** during nursery events authorised by the Nursery Manager or senior staff. These images must be taken in a way that respects the privacy and dignity of all children.

Photographs taken by parents are for personal use only and must **not be shared publicly**, in line with the nursery's safeguarding and social media expectations.

1.5.4 Cameras, Video Equipment and Image Recording Devices

To protect children's privacy and ensure images are handled responsibly:

- Staff are **not permitted to use personal cameras** or recording devices in the nursery.
- Photographs and recordings of children are taken only for **legitimate educational purposes**, such as documenting development and learning.
- Images are used within the nursery's **secure online learning journal system** (Tapestry).

The following safeguards are in place:

- Images are taken and stored **only with parental consent**.
- Only **authorised** staff members can **access** the Tapestry learning journal system.
- Staff must follow the nursery's **training and procedures** when uploading observations or images.
- Devices used to access Tapestry are **password-protected**.
- Children's records are encrypted and stored securely on **dedicated servers**, rather than on individual devices.

When devices are not in use, they must be **stored securely**, and staff must always follow safeguarding and confidentiality procedures.

Parents may take photographs of their own children during approved nursery events (such as performances or celebrations), but these images must remain for **private family use only**.

Parents are provided access only to **their own child's learning journal**, which they can view but cannot edit. Access requires a personal email login and password.

Senior staff monitor observations uploaded to the system to ensure the information recorded is **appropriate and secure**.

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These procedures protect children's right to privacy and dignity (UNCRC Article 16).

1.5.5 Social Media

Policy Statement

Social media is widely used by many individuals and families to communicate and share information. Miss B's Nursery recognises the benefits of these platforms but also understands that the sharing of images or information about children must be handled carefully.

This policy outlines expectations regarding the use of social media in relation to the nursery.

Examples of platforms covered by this policy include:

- Instagram
 - TikTok
 - Facebook
 - X (formerly Twitter)
 - LinkedIn
 - Blogs and other online forums
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Staff, Volunteers, Visitors and Students

Staff, volunteers, visitors and students may use social media in their personal lives; however, they must ensure that their online behaviour **does not compromise safeguarding or professional conduct**.

They must:

- Avoid **publicly identifying** themselves online as employees or volunteers of Miss B's Nursery.
- **Never** upload photographs or videos of nursery children to social media.
- Avoid discussing **nursery matters online**, including children, families, staff members or internal issues.
- Refrain from participating in **online discussions about the nursery**.
- **Report to senior staff** if they become aware of online discussions that are critical of individuals or the nursery.

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Staff must **not create social media friendships with the parents** of children currently attending the nursery to maintain appropriate professional boundaries. An exception may be made where a friendship existed prior to the child joining the nursery. This restriction ends once the child leaves the nursery.

These measures protect children's right to safety and privacy (UNCRC Articles 16 and 19).

Parents and Carers

Miss B's Nursery recognises that parents and carers regularly use social media and does not seek to restrict personal use. However, parents are asked to consider the following guidance to support safeguarding.

Parents should:

- Remember that information shared online is **rarely** fully private, even with strict privacy settings.
- Avoid posting information that could reveal the **nursery's location**.
- Avoid sharing the **names or identifying details of staff, other children, or families** attending the nursery.
- Raise any concerns about the nursery **directly with management** rather than discussing them publicly online.
- Avoid **forming social media friendships with staff members** while their child is attending the nursery.

If social media activity harms the nursery's reputation or the well-being of children, families, or staff, the nursery may take appropriate action.

Parents are reminded that any photographs taken during nursery events are **strictly for personal use**.

1.5.6 Data Security and Backup Systems

The Tapestry online learning journal used by Miss B's Nursery operates on dedicated **servers hosted in a secure UK data centre** managed by a professional hosting provider.

Security measures include:

- perimeter **security fencing** and anti-intrusion barriers
- **reinforced** doors and windows
- electronic access control systems

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- monitored **CCTV** operating continuously
- **on-site** security staff
- restricted access to server areas using identity verification
- secure locked server cabinets

Only **authorised personnel** may access the server environment.

All learning journal data is stored within these secure systems. **Backups** are performed multiple times each day and stored at an additional secure off-site data centre to ensure information can be recovered in the event of an emergency.

Each nursery account has its own secure database, preventing information from being shared between different organisations.

These measures ensure the protection of children's information and support their right to privacy and protection of personal data (**UNCRC Article 16**).
