



Use of Mobile phones, PC/Tablets, Cameras and Social networking

Use of Technology Policy (E SAFETY)

Compton Valley Nursery is committed to the use of Technology, in order to deliver the highest standards of care, learning and development. The nursery believes that the use of information Technology by staff and children is increasingly important and the nursery is committed to continuing to find new uses for technology in all aspects of the organisation of the nursery; the partnership we seek to build between the nursery and parents and carers; and in the programme of care, learning and development offered to children attending the nursery.

It is our aim to ensure that all digital information that is used, recorded, transmitted or archived is managed in a way that will provide an environment in which children, parents and staff are safe from incorrect or inappropriate use. By so doing this will eliminate the following concerns:

- The inappropriate use of recording devices around children.
- The inappropriate use of Information Technology or other digital media.

This policy lays down clear guidelines which will ensure that everyone connected with the nursery adheres to what we would deem as acceptable use of technology and media. In putting together this policy we have been mindful of the key objectives of the following legislation:

- The Computer Misuse Act (1990)
- The Copyright, Design and Patents Act (1988)
- The Data Protection Act (1998)
- Defamation Act (1996) • Obscene Publications Act (1959)
- The Protection of Children Act (1978)
- The Criminal Justice Public Order Act (1994)
- The Telecommunications Act (1984)
- The Health and Safety at Work Act (1974)



- Discrimination Act (1975)
- The Race Relations Act (1976)
- The CCTV Code of Practice produced by the Information Commissioner;
- The Human Rights Act 1998;
- The Regulation of Investigatory Powers Act 2000

As such Compton Valley Nursery has developed the following controls:

- **All Staff** will be offered training (in-house or external) on the use of technology
- **Parents** will be made aware of the different uses of technology at the nursery and of the controls in place to ensure security of information is maintained at all times
- **Parental consent** will be sought to any specific or unusual instances where photographs or other information might be produced and used by the nursery
- **Use of the nursery's Facebook account** will be supervised at all times by the relevant room manager. All passwords, and log in information will be held by the manager, deputy manager and administrative officer only.
- **Staff** must not post anything onto social networking sites such as 'Facebook' e.g. comments or photos that could be construed to have any impact on the nursery's reputation or their own professional position, or offend and
- **Staff** must adhere to the nursery's Confidentiality Policy at all times, both within and outside the workplace.
- **Parents and Staff** are expected to have a professional relationship at all times. This is extremely important and as such Staff must set access to their social networking pages to the highest privacy settings and must not allow any friends or families of children from the nursery to be in contact with them on any social networking media.
- **Use of the nursery's website** will be limited to the manager or deputy manager. Any other staff member's wishing to upload information to the site will be required to seek explicit approval and will be monitored whilst accessing the site. All passwords, and log in information will be held by the manager, deputy manager and administrative officer only.



- **If a Child** brings a camera or other technology into the nursery, staff will seek information from parents/carers about the equipment and ensure it is appropriate for use in the nursery. Where reassurances have been obtained, children will be allowed to use their own cameras, however staff will delete all images taken at the nursery before the equipment leaves the building.
- **The Nursery will**, where relevant, seek expert support to ensure the highest levels of controls are in place on all IT equipment, particularly internet enabled equipment. These controls will be monitored and updated at regular intervals
- **The Nursery computer network** will be controlled to ensure that only the manager and those given specific and explicit approval can access the internet
- **Staff** will not be permitted to bring their own equipment (mobile phones, cameras, USB sticks etc) into the nursery without prior permission from the nursery manager

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

At Compton Valley Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's Messenger learning journey; for our secure Face Book groups, for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security in relation to CCTV and social media. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.



If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded. Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

Guidance/Protocol for the use of internet Enabled mobile phones

The purpose of this policy is to outline what the Company considers to be acceptable and unacceptable use of mobile phones at work. Mobile phones can be both disruptive (in terms of productivity and concentration levels) and dangerous (from a health and safety point of view). Mobile phone use in the workplace can also risk breaches of confidentiality

The majority of mobile phones now have a built-in camera (with video functionality). Employees are strictly prohibited from taking any photos (or videoing) at any time during the working day. This applies equally to all staff.

Staff

Mobile phone usage is not permitted in any playrooms or play areas ("Restricted Areas") used by children, regardless if children are present in these areas as the areas may contain photos of or



personal information relating to children. A zero-tolerance policy is in place with regards to the use of personal or work related mobiles by any individual in these areas.

Staff are permitted to use their mobile phone away from the premise on breaks when no children are present. The nursery provides a specified locker for employees to store their devices in they are responsible for the safe and proper storage of their mobile phone. Staff mobile phones should be kept in their cars or in a secure locked place in the Managers Office at their own risk. It is therefore recommended that phones are password protected and insured. No liability for loss and damages is accepted.

All staff are responsible for the safe and proper implementation of this policy and are expected to challenge any person who is seen using their mobile phone in such a way that breaches this policy. Failure to report a breach of this policy may lead to disciplinary action.

Visitors

Visitors to the Nursery includes but is not limited to parents, prospective parents, contractors, early years' partners, students, local authority staff and inspectors. Upon arriving at the Nursery, all visitors will be informed by a member of staff of the nursery Technology Phone Policy and will be asked to observe the restrictions in place.

Some visitors to the nursery may be permitted to use laptops and tablets while in the staff room or office, providing that they have sought authorisation from a member of the Nursery Management Team who will challenge any use of mobile phones in restricted areas and ensure that prior approval has been given. The nursery reserves the right to view any images that have been taken while on the premises and request that images are deleted if they are deemed inappropriate or unnecessary.

Guidance/Protocol for the use of internet Enabled Laptops and Tablets

At Compton Valley Nursery, we are always looking to find ways of improving our practice. We believe in using technology to support our practice and to help us achieve the highest quality childcare. As part of our regular practice, we use internet enabled technology to send you pictures and videos of your child at nursery, in real time. We hope that by doing this you will have a sense of your child's day



at nursery, an awareness of the learning opportunities we provide for your child; and that you will share with us those special moments as they happen. However, we also understand that using technology brings with it risks and we have set out below the protocol staff must follow, when using any internet enabled devices, at nursery. We hope that this will reassure you that we always take great care when using the internet.

- ✚ Internet enabled devices must only be used with the explicit permission of the room leader.
- ✚ Devices should only be used in the presence of the room leader; and must never be used without another member of staff being present
- ✚ Devices should only be used within the main play area of each room or in the outdoors learning areas, unless explicit permission has been given by a manager
- ✚ Each device will be given a unique password. The password will only be known to the room leader and nursery managers. The password will be changed at the beginning of each month or sooner if required.
- ✚ Each device must be set to record browsing history at all times. It will be a disciplinary offence for a member of staff to change the settings on any device without explicit permission from a room leader or nursery manager.

Guidance/Protocol for the use of Online Messenger Learning Journey:

At Compton Valley Nursery we use tablets in the rooms to take photos of the children and record these directly on to their electronic Messenger learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

Photographs retained by the staff will only be for use in children's their electronic Messenger learning journeys or Face book groups. All other videos/photographs will be deleted from our devices once they have been sent to parents/carers

Explicit consent must be obtained from parents/carers, for children to be sent photographs and/or videos using Facebook.



- **It will be a Disciplinary offence** for any member of staff to disclose any confidential information or to make personal comments or remarks about colleagues or other stakeholders at the nursery, whilst using any internet social networking sites.
- **It is a Serious Disciplinary offence** for any member of staff to remove photographs, personal information or data, or any other confidential information from the nursery, without prior permission from the nursery manager
- **It is a Serious disciplinary offence** for any member of staff to access or attempt to access the internet whilst at work, without seeking the prior permission of the nursery manager.