E- Safety

This policy includes: use of photographs at nursery, acceptable use policy and the use of photographs.

The Children’s Centre accepts that the internet and social media are inherent to people’s lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

**Use of the internet at the Centre**

Staff are permitted to use the internet on the computers/iPad’s providing it is 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.

If a staff member wishes to access the internet for their personal use they may use the Centres Wi-Fi on their own device, during allocated breaks and in appropriate places. Centre computers should not be used for personal reasons without prior permission.

**Use of email**

Email can be used by staff for work purposes from the Centre computers using only bristol-schools.uk or bristol.gov.uk email accounts.

Emailing containing personal, sensitive, confidential or classified information should be avoided if the recipient is not within Bristol City Council secure email. Staff should seek advice from the Centre management about sharing information securely.

Staff must not to contact parents from their personal email accounts nor give out their personal email addresses.

**Use of photography/videos**

Parents/carers will be asked to give permission to use their child's work/photos/videos of their children in the following ways:

* For use within the Children’s Centre
* For use in the Children’s Centre training/publicity materials

We will obtain separate consent for photos or videos to be published on our website or social media pages.

This consent form is considered valid for the entire period that the child attends the Centre unless there is a change in the child’s circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information.

Parents/carers or carers may withdraw permission, in writing, at any time.

Children’s names will not be published alongside their image and vice versa. If we use an individual image of a child then we will not use the name of that child in any accompanying text. If we name a child, no photograph will accompany the article.

All photographs are taken only on the Centres cameras/iPad’s and not individual’s cameras or mobile phones. Photographs are then stored on the Centre’s computer only. Photographs will only be taken to document children’s development or to share information on the website/displays in the Centre.

**Parents taking pictures**

Visitors must not take unauthorised photographs of their, or other children at the Centre. Any students wishing to use photographs for their study purposes will be asked to gain permission of the parents beforehand.

We appreciate that many parents will want to record their children at special events, however with respect to other family’s privacy we ask them to agree to only publishing pictures or video footage of their own children on social media sites.

Any reports of parents not complying with this request will be dealt with by the Centre Lead.

**Mobile phones with cameras**

Staff must leave their mobile phones in their locker whilst at work in the Centre or offsite. Centre mobile phones are available to text parents/carers and take offsite for work purposes. If a member of staff needs to be contacted during the work day they may give the Centres main phone number, or use their own whilst on a breaks.

**Visitors**

The same request will be made of visitors and any volunteers/students who are on site.

**Storage of Images**

* Images/videos of children will be stored on the Centre’s computers shared drive (H)
* Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Centre Lead
* Rights of access to this material are restricted to the staff
* On a regular basis the staff should delete images when they are no longer required, and when the child no longer accesses the Centre.

**Social Media**

The Children’s Centre has a Facebook and Twitter account. These are for publicising, communicating and celebrating the Centre’s activities. Named members of staff will have access only.

The Centre strongly discourages befriending parents/carers on social media sites, however accepts that you may genuinely be friends with service users. This policy sets out to raise all aware of the following risks and applies the relevant precautions.

* When using social media sites no reference should be given to specific children or parents by name
* No pictures taken at the Centre should be published on personal social media pages
* If staff have chosen to accept friend requests from parents of children who attend the Centre they are asked to ensure any posts made are respectful of the setting and always maintain a professional attitude towards their work, or could bring the Centre into disrepute.
* Social media sites other than the setting’s own Facebook page should not be accessed on the nursery computer.
* Staff may access their own social media pages from their own phones but only during their agreed breaks.
* Do not make disparaging remarks about your employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.
* Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can ‘untag’ yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a ‘friend’ online you should contact them and the site to have the material removed.
* Parents may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer.
* If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact the Centre Lead immediately.
* It is not advisable to publish your date of birth and home address on Facebook or other social media platforms. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
* Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

**Acceptable use policy**

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read and understand this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to the Centre Lead.

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| Policy Written by | Date | Review Date |
| Joanne Cole | 13/05/2021 | 13/5/2023 |