

Langshott Ladybirds Nursery

Policy for safe use of computer and ICT

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The aim of Ladybirds nursery is to ensure that all adults at nursery are aware of their responsibilities when using ICT equipment. We aim to create a supportive environment in which children can safely access a wide range of ICT equipment. We aim to support children as they learn to stay safe online.

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Responsibility for use of all ICT equipment remains the responsibility of the Manager.

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It is illegal to access, make and store indecent images of children

Devices containing adult pornography must not be brought into the setting

Concerns should be reported to the DSL

Concerns regarding children's disclosures or worries must be reported to the DSL

Use of laptop/devices with internet access

- Staff personal use of the laptop is not permitted during working hours
- Children will always be observed by an adult when using a device with internet access.
- Internet Security will be kept up to date.
- The nursery laptops are password protected.
- Appropriate and up to date Copyright licences will be purchased with each new piece of software.

- Ladybirds will endeavour to ensure that materials used from the internet comply with copyright law.
- No hardware or software will be installed without the permission of the Nursery Manager.

Complaints

- Any complaints should be dealt with by a senior member of staff or the committee and the Langshott Ladybirds complaints procedure followed.

Internet security

- Appropriate security software is installed and updated when required
- Virus protection is installed and updated when required.
- Any relevant parent controls are in use on nursery Laptops.

Social networking

Inappropriate use of social networking with regard to this policy will result in disciplinary action for the member of staff involved and may result in dismissal and legal action.

Staff must maintain a good image of themselves online, the photos and comments that staff put online may be accessed by parents and other community members, negative content may be detrimental to the Nursery business and may also put the member of staff at risk.

Staff noticing negative images or comments on social media from other members of the team are required to report this to the DSL.

- Nursery staff are not permitted to access social websites during their hours of work or at any time when the nursery has children on site.
- Social network internet sites must not be used at any time for personal communications regarding any aspect of Langshott Ladybirds Nursery or any member of staff or any child or family member past or present. Staff will be asked to sign an internet security agreement.

- Staff are not permitted to engage with parents on social media, in cases of a pre-existing relationship, the member of staff must discuss this with the DSL who will consider how this is best managed and provide the staff member with clear boundaries.
- Staff are not permitted to engage in personal online communication with children, young people (students under 18) parents or carers .
- Students attending Langshott Ladybirds Nursery in a work placement must not use social network sites at any time, to communicate anything with regard to the nursery or it's staff. Students will be asked to sign an internet security agreement.
- Children will not be allowed access to the internet without direct adult supervision and only when using websites for which ladybirds has a password or account.
- Attention will be drawn to staying safe online through careful and timely planning and termly handouts will be either emailed to parents or links included in newsletters.
- Parents will be reminded at regular intervals that images of nursery children or staff may not be placed on social websites. This will be re-stated to parents prior to and during nursery events.
- Under no circumstances should any member of staff, either at work or in any other place make, deliberately download, possess or distribute material they know to be illegal.

The only exception to the above is for our nursery facebook/Instagram page which can be updated by named staff members only.

- **Named staff members with responsibility for facebook/instagram are Candace Earle and Jess Silence.**
- **Facebook and Instagram will only be accessed in the office with the door closed and when parents and children are not in the vicinity.**
- **Parents who private message on the facebook site will be messaged asking for them to contact the official nursery contact number or email address.**
- **Facebook and Instagram will always be accessed on the nursery premises except in exceptional circumstances and with the permission of the nursery manager.**
- **Children will never be included in the photographs that Ladybirds nursery posts on our main facebook/Instagram page unless their faces are obscured and we have parental permission to do so.**
- **Children's photographs will not be added to the nursery website.**

The nursery uses the facebook/Instagram site to inform parents of up to date news, we let parents know what activities we have planned and remind them of specific dates for their diaries through a separate facebook page that is only accessible to current nursery parents and does include photographs of children.

If you have any concerns about the use of facebook for this type of information, or see any activity that you consider to be inappropriate please follow our complaints policy or inform OFSTED. Details can be found in the complaints policy within this file.

Data protection

The nursery is registered with the ICO and adheres to the Data Protection Act and understands best practice for managing information. The nursery manager is responsible for the data usage and storage in Nursery.

- Passwords used for the computer or internet will not be disclosed to any person other than staff at ladybirds.
- Passwords will be changed if a member of staff should no longer be employed by ladybirds.
- Information about individual children or staff may be stored on the laptop for the legally required timeframe.
- The nursery laptop will either be stored in the locked cupboard in the nursery or at the nursery manager's private residence, neither will be left in vehicles.
- **Photographs of children**
 - Photographs will be taken using the camera phone belonging to Ladybirds Nursery. The phone is stored in a locked cupboard overnight.
 - Staff, volunteers, students, parents and visitors are not permitted to use their personal camera or other devices that can capture or store images in nursery whilst children are in the nursery or during a session.
 - The nursery photograph phone must remain on the premises. Photographs will be deleted when they have been used for the intended purpose.
 - Children will always be suitably dressed in photographs.
 - Photographs will not be taken during nappy changes, clothes changes or within the toilet cubicles
 - Photographs of children may not be included on the Langshott Ladybirds website or promotional materials.
 - Photographs of children will not be included on our facebook page without parental permission. Where necessary faces will be obscured.

- Children's photographs used for display purposes within Ladybirds Nursery will not use children's full names.
- Permission to take photographs and use these for observation, recording and display will be sought from parents/guardians prior to their child attending ladybirds.
- Parents/carers may choose to take personal photographs at social occasions where they are responsible for their own children. Ladybirds nursery is not responsible for photographs taken at these occasions. Parents will be asked not to share files containing photographs of children at Ladybirds on personal friendship/social internet sites, both before and during the Nursery event. *The nursery manager or assistant will be happy to hear any concerns parents or carers may have with regard to the use of personal cameras at such times, we will try to accommodate their requirements within reason and where there is a safeguarding issue we will make special arrangements to suit the individual case.*

Langshott Ladybirds Nursery will not use webcams or video any child whilst they are in a regular session. Parents will be reminded if they choose to video an event that this should remain for their own personal and family use.

Mobile phones and all electronic devices with imaging and sharing capabilities

The use of personal mobile phones or electronic devices with imaging and sharing capabilities is not permitted on the premises without the permission of the manager or deputy manager.

A person using a mobile phone or electronic device with imaging and sharing capabilities will always be challenged and asked to switch their device or mobile phone off until they have left the site.

Concerns should be reported immediately to the DSL

- Staff personal mobile phones must be switched to silent and stored in the locked cupboard. The manager has overall responsibility for ensuring that staff, volunteers and students sign their phone in and out daily on the sheet provided. Phones and mobile devices remain the responsibility of the individual staff member.
- Personal calls, to staff, of an urgent nature may be directed to the main Ladybirds Nursery phone number. Staff may use the nursery phone for emergency personal calls only and with the express permission of the manager or deputy manager, these calls will be logged. There will be no charge for such calls.
- The nursery does not allow any member of staff or adult visitor to take photographs using any electronic device, unless authorised by the manager.

- All visitors to Langshott Ladybirds Nursery will be told about our mobile phone and electronic devices policy and asked to switch off their device while on the nursery site. Visitors should be reminded that mobile phones and devices brought into the nursery must not contain any illegal content. In cases of emergency personal mobiles may be used with express permission of the manager and in an area designated which is child free (the office).
- The use of mobile phones and devices is open to scrutiny and the management can withdraw or restrict authorisation at any time.
- At no time can photographs be taken of children on staff personal mobile phones or devices.
- Staff may use their personal mobile phone to contact parents only in emergency when the nursery mobile is out of action or with express permission from the nursery manager
- The nursery mobile phone is protected by a passcode.
- The nursery mobile phone is stored in the locked cupboard in the locked office.
- The emergency back up mobile is kept in a locked cupboard and is signed in and out when required.

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Gaming and children's internet access

- Parents will be given advice on current Government recommended screen time and may be asked to tell us how much internet access their child has at home and will be given advice on how to keep their child safe online.
- Advice on keep children safe online will be shared with parents termly.
- Activities will be planned in nursery, for children, to give them the information they need to keep safe online. Appropriate books will also be available in the reading area.
- If staff have suspicions that a child is accessing inappropriate content outside of nursery this will be raised immediately to the the DSL and our safeguarding policy followed.

Are you concerned about your child's online safety? Take a look at the following sites for advice and support

- Smartie the Penguin <https://www.childnet.com/resources/smartie-the-penguin>

- Digiduck Stories <https://www.childnet.com/resources/digiduck-stories>

Cd player/Television

- Staff are responsible for the safe use of electrical equipment by children.
- Equipment should be plugged into the electric source by an adult.
- Staff will draw attention to the dangers.
- Any music downloads, CD or DVD used in the nursery will be watched or listened to by staff and official guidance relating to listening or viewing ages adhered to.

Risk assessment

- All incoming emails should be treated as suspicious and not opened or downloaded unless the sender is known to Ladybirds.
- Attachments should only be opened or saved if the sender is known to Ladybirds.
- Emails with confidential information will be sent securely, using the system recommended by Surrey County Council. (EGRESS)
- No confidential information will be stored on memory sticks unless they are lockable
- Children will not have access to email accounts.
- This policy will be reviewed annually
- Ladybirds will take all possible precautions in order to ensure our ICT equipment is suitable for use by staff and children.
- Langshott ladybirds does not accept responsibility for internet content or for unsuitable material being accessed accidentally by adults, this, however, must be reported to the DSL immediately.

Contacts and information sites in case of concern :

- CSPA - Surrey children's safeguarding partnership
- The Internet Watch Foundation <https://www.iwf.org.uk> (reporting illegal images , child sexual abuse images)

If a member of staff is unhappy with the response from the DSL in cases of whistleblowing, please contact any of the above, or OFSTED or NSPCC.

Policy written with regard to Working Together to Safeguard Children , EYFS Statutory Guidance and with support from Surrey County Council Children's Board.

Policy updated August 2026