



E - Safety Policy and Procedure

This policy includes: use of photographs in the setting, acceptable use policy and the use of photographs.

Honey Pot Childminding accepts that in the 21st Century 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

The staff are permitted to use the internet on the settings computer 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 this must be at the strict request of the owner: Lisa Standen and she must approve the specific web site that is to be accessed.

Staff may access the internet for personal use via their personal smart phones in their own time and only during their staff breaks. This must be away from the children or off site.

Use of email

Email can be used by staff for work purposes from the settings computer, but only sent through our email accounts ending @honeypotchildminding.co.uk.

Where a member of staff wishes to send information via our email accounts they must obtain strict permission of the owner.

Emailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the owner.

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

The use of photographs

Publishing Pupil's Images and Work

On a child's entry to Honey Pot Childminding, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- ✓ For display in the setting
- ✓ For the settings prospectus and other printed publications or displays that the setting may produce for promotional purposes beyond the nursery building
- ✓ For the settings website
- ✓ For the settings Facebook page
- ✓ For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- ✓ For use in sharing at training events or for staff members continued education purposes, e.g. sharing with the local authority.

This consent form is considered valid for the entire period that the child attends here 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 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 pupil, no photograph will accompany the article.

We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of children or staff that that have been drawn by pupils.

Where newspapers insist on using the full names of children with photographs, as long as we have secured parental consent and parents know that their child will be named in the newspaper, and possibly on the newspaper website, then we will have met our safeguarding obligations. If schools or parents have any concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission.

To safeguard your children all photographs are taken ONLY on the settings camera or mobile phone. ONLY photographs to document children's development or to share information on the web site/displays in the setting should be taken whilst here.

Parents taking pictures.

We will also make the request of visitors that they take no unauthorised photographs of their own, or other children at the setting. 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, for example parent days. 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 owner.

Mobile phones with cameras:

Staff will be asked to leave all their mobile phones in a safe storage place on entering the setting (this will be the locked pink filing cabinet). Phones are then available for others to contact staff in emergencies but not available for the staff's own use on our premises. If a member of staff needs to use a phone they may use the settings own phone, or their own whilst on a break off site.

When we go off premises for an outing or visit, we will take the settings mobile phone.

Visitors.

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

Storage of Images

- ✓ Images/films of children are stored on the settings computer, network or cloud storage.
- ✓ Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the owner.
- ✓ Rights of access to this material are restricted to certain staff.
- ✓ ON a regular basis the owner may delete images when they are no longer required, or when the pupil has left the setting.

Social Media.

Honey Pot Childminding accepts that staff may choose to accept friend requests from parents on social media sites. However, this policy sets out to ensure that they are 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 on the nursery setting should be published on personal social media pages.
- ✓ If staff have chosen to accept friend requests from parents of children at nursery 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 nursery into disrepute.
- ✓ Under no circumstances should friend requests be accepted from children under the age of 16.
- ✓ Social media sites other than the setting's own Facebook page should not be accessed on the settings 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 owner immediately.
- ✓ It is not advisable to publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- ✓ Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click "Privacy Settings". Under "Applications and websites" click "edit your settings". Scroll down to "instant personalisation" and make sure the checkbox for "enable instant personalisation on partner websites" is unchecked.
- ✓ Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

Staff:

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 sign this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to Lisa Standen (E-safety lead).

- ✓ I will comply with Honey Pot Childminding's e-safety policy.
- ✓ I understand that using the setting's ICT system for a purpose not permitted by Honey Pot Childminding may result in disciplinary or criminal procedures.
- ✓ I will comply with the ICT system and not disclose any passwords provided to me by the owner.
- ✓ I will only use the setting's email/internet for professional purposes.
- ✓ I will not use the setting's ICT system to access personal emails.
- ✓ I will not install any hardware or software without the permission of Lisa Standen.

- ✓ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ✓ I will only take, store and use images of children, young people or staff for professional purposes in line with the setting's 'use of photographs' policy and with written consent of the parent, carer or staff member. I will not distribute images outside of the setting without the permission of the parent/ carer, member of staff or manager.
- ✓ I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings reputation into disrepute.
- ✓ I will support the setting's e - safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- ✓ I will report any incidents of concern regarding children's safety to Lisa Standen.
- ✓ I understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement maybe referred to the police.

Signature: