**E-safety** concerns safeguarding children, young people, and staff in the digital world.

**E-safety** emphasises learning to understand and use new technology in a positive way. This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. The policy will help support and protect children, young people and staff when using technology in the setting. All staff must understand the significance of e-safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.

All staff will be made aware of the potential risks of using social networking sites e.g., Facebook, Twitter, Instagram, Tik Tok, Snapchat and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff must protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

* comply with current legislation
* use the internet in an acceptable way
* do not create unnecessary business risks to Baby Bears Day Care by the misuse of the internet

The following is deemed unacceptable use or behaviour of staff:

* visiting internet sites that contain obscene, hateful, pornographic, or otherwise illegal material
* using the internet to send offensive or harassing materials to others
* publishing defamatory and/or knowingly false materials about Baby Bears Day Care, your colleagues and/or our customers on social networking sites
* Unless given permission by your manager, you are not authorised to speak on behalf of Baby Bears Day Care, nor to represent that you do so
* Baby Bears Day Care logo and trademarks may not be used without explicit permission in writing from the company. This is to prevent the appearance that you speak for or represent the company officially.
* Internet postings should not disclose any information that is confidential or proprietary to Baby Bears Day Care or to any third party that has disclosed information to Baby Bears Day Care
* Baby Bears Day Care reserves the right to request the certain subjects are avoided, withdraw certain posts, and remove inappropriate comments.
* Employees are required to remove any parents/carers of Baby Bears Day care from their friends list. This may be seen as favouritism and as a conflict of interest.

**Mobile phones**

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used during working hours or when in the presence of children either on the premises or when on outings. In certain circumstances The Director (Judy Cunningham) General Manager (Chelsea Cunningham) and the Deputy Manager (Hannah Parker) can access their personal mobile phones within the rooms of the nursery whilst the children are present, and also use them when needed on outings and fire drills. There is a dedicated nursery mobile phone that staff use on trips outside of the nursery, this does not have a camera option.

Personal mobile phones are to be stored securely in the staff room. The setting has a telephone for incoming and outgoing calls. This number may be given by staff as a work/emergency contact number for incoming calls only. Only emergency calls may be answered during working hours.

To ensure this we will make sure that:

* All mobile phones will be kept in a secure place whilst owner is in contact with children.
* Mobile phone calls may only be taken at staff breaks or in staff members’ own time. They can only be used within the Staff room or Managers office. Staff’s personal mobiles are not allowed on the nursery floor.
* If you have a personal emergency, you are free to use the setting’s phone or make a personal call from your mobile in the designated staff area of the setting.
* Staff will need to ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* During group outings nominated staff will have access to the nursery mobile phone, which is to be used for emergency calls only.

**Cameras, tablets or any recording devices of any kind**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

* Only the designated nursery tablets are to be used to take any photos within the setting or on outings.
* Images taken on the tablets must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
* All room leaders are responsible for the location of the tablets
* Images taken and stored on the cameras must be downloaded as soon as possible, ideally once a week.
* Under no circumstances must tablets of any kind be taken into toilets or nappy changing areas.
* Nursery tablets are to be used only for the sole purpose of the nursery. Passwords must be enabled to make sure only allocated staff members are to use tablets. If children are to use the tablets for any reason, they should be always supervised by a member of staff and adult/parental locks should be enabled beforehand to ensure children are only to use certain applications such as the camera.

Inappropriate use of any telephone, camera, mobile, internet, networking site or any recording device can have a negative impact upon staff productivity and the reputation of Baby Bears Day Care. Where it is believed that a staff member has failed to comply with this policy, they will face the disciplinary action ranging from a verbal warning to dismissal.

**Staff, Parent/Carer’s, visitors, and contractors mobile phone use**

Whilst Parents/Carer’s are within the nursery, we ask for all mobile phones to be put away out of sight into pockets or bags. We do not allow mobile phones to be out on the nursery floor between 7.30am – 6pm or while children are still within the building.

Staff’s phones are to always remain in the front office or staff room. Any Parents/Carers, visitor’s or contractors who come into the nursery building must always adhere to this policy.

Any videoing/photographing of the children within the nursery or nursery garden is strictly prohibited. Should any Parent/Carers, visitors or contractors be found to have any videos or photos of the children on their mobile phones will be asked to delete in the presence of either the Director (Judy Cunningham) General Manager (Chelsea Cunningham) or Deputy Manager (Designated Safeguarding Lead - Hannah Parker). If deletion is refused by anyone, the Police will be contacted, and the matter will be reported directly to them. In this situation, The Multi-Agency Safeguarding Hub (MASH) and Ofsted will also be notified, and full investigation started.