Robin Nursery E-Safety Policy

Policy Statement

It must be recognised that the use of technology allows exciting opportunities to support the learning and development of young children. It is therefore vital that staff and volunteers at Robin Nursery have a clear and agreed understanding of the benefits and risks of such technology.

Although the responsibility for day to day use of technology and technological equipment lies with the nursery manager, safeguarding must equally be everyone’s concern.

At Robin Nursery we use the internet for the following purposes-

* Research
* Games and activities
* Tapestry (online learning journal)
* Facebook (open page and ‘secret ’parents page)
* Email

Procedures

* Nursery tablets and iPads are occasionally used within the setting for the purpose of research and to support children’s learning, with the consent of the manager.
* Nursery tablets and iPads are occasionally used to download age appropriate games and activities, with the intention of supporting individual children’s interests, learning and development, with the consent of the manager.
* Children using tablets and iPads at nursery are always supervised by an adult.
* Children are only allowed to use tablets and iPads owned by the nursery.
* All tablets and iPads are locked with a ‘strong’ 4 digit passcode.
* Only the manager is able to access and use the Robin nursery email account.
* Photos which show staff and visitors to the nursery are only used with their consent. This consent is written for staff, and usually verbal for visitors ( ‘visitors’ being organisations visiting the nursery – ie ballet, music and movement groups)
* With the exception of the nursery manager, nursery staff members are not permitted to take nursery tablets and iPads home. However, in exceptional circumstances, staff members may take the tablet or ipad designated to their keygroup home, for the purpose of recording children’s learning and development, with the agreement of the nursery manager.

Tapestry (online learning journal)

* ‘Tapestry’ is a securely encrypted programme in its own right. Parents complete and sign an agreement form when their child starts at Robin nursery.
* It is expected that keypersons access the Tapestry website from their own secure devices at home. However, in exceptional circumstances nursery tablets and iPads can be taken home for the sole use of accessing the Tapestry website. Nursery tablets and iPads must only be accessed by employees of Robin Nursery. All care must be taken to keep devices safe and secure at home and whilst in transit.
* Photographs of children taken on nursery tablets and iPads are deleted as soon as possible after being uploaded to their learning journal on the Tapestry website.
* When a child leaves the nursery or moves on to school, their learning journal is transferred onto a cd rom and given to their parent/carer. Their entire online learning journal and all associated information will then be deleted by the manager.
* Where possible, photographs taken of children will be shared with them to allow them opportunity to express their opinions.

Facebook

* Robin Nursery has two Facebook pages. One is an open public page used to keep in touch with past and present families and for publicity purposes. The other is a ‘private page’ which is just for the use of present families and staff. This page cannot be found by other Facebook members, with invitation being the only way to join. The aim of this group is to share information about the nursery, and its activities. There are also reminders and links to other interesting and relevant information.
* Parents are invited to join the Robin Nursery private Facebook group when their child starts at the nursery. Parents are withdrawn from the group by the nursery manager or nursery administrator when their child leaves the setting.
* Parents are asked for their permission to use photos of their child in the setting on the nursery’s private Facebook page. The purpose of this is to show parents/carers activities that the children enjoy during the day. No identifiable photographs of children are ever posted on the public Facebook page.
* All posts to the nursery’s private Facebook page will be approved by an administrator before they are added to the group.
* No children’s names must be used when posting in the group.
* Current members of the nursery’s private Facebook group will be able to see a list of other members of the group. Each member of the group is responsible for their own personal privacy settings.

This policy was adopted on …………………………………………………………………….

Signed on behalf of the provider………………………………………………………….

Name of signatory…………………………………………………………………………………….

Role of signatory……………………………………………………………………………………….

Date………………………………………………………………………………………………………………

April 2017