

Once Upon A Time Nursery  
56 Railway Terrace  
Llanelli



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## Internet & E-Safety Policy

Where internet services are accessible within the nursery setting, and where these are available for use by children, this policy defines the arrangement in place to minimise the vulnerability of the children to inappropriate websites:

All computers have a username and password to get on to the computer which only staff members have access to. Under no circumstances will children be left with unsupervised access to the internet and after each session the internet will be disconnected.

Children's use of internet is restricted to educational and learning purposes only.

Any instance of a staff member deliberately accessing 'adult' or offensive material through the nursery computer system will be viewed as a serious offence, leading to summary dismissal of the offender and possible criminal prosecution.

### Use of Mobile Phones

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. However mobile phones do have a place in settings without a landline and on outings, as they are often the only means of contact available and can be helpful in ensuring children are kept safe.

To protect children we only use mobile phones appropriately, we will:

Ensure staff have a clear understanding of what constitutes misuse.

Provide the use of a mobile phone on outings and a place to store this.

Prohibit staff from taking pictures of the children attending the nursery.

Ensure the use of mobile phones on outings is included as part of the risk assessment.

Ensure all mobile phone use is open to scrutiny.

Personal mobile phones must be left in the office during shifts.

Ensure that staff are alert to parents, carers and visitors using their mobile phones in the nursery and will ask them not to use their phones in the nursery.

Any breach in this policy will result in disciplinary action being taken.

### **Cameras: Photography & images**

The vast majority of people who take photographs of children do so for entirely innocent, understandable and acceptable reasons. Sadly some people abuse children through taking or using images, so we must ensure that we have safeguards in place.

To protect children we will:

Not take photos or video of children on any mobile phone except the official nursery phone.

Only take photographs or videos of the children on cameras belonging to the nursery.

Obtain parents or carers permission for photographs to be taken or published (eg on our website or on Facebook)

Use no name or only the child's first name with an image.

Ensure that the children are appropriately dressed.

Ensure parents do not take photos in the nursery unless the relevant consent has been given.

