**E-Safety Policy October 2025** (No Updates)

**E-Safety** concerns safeguarding children, young people and staff in the digital world. E-Safety emphasises learning to understand and use new and existing technology in a positive way.

This policy encompasses not only internet technology but also electronic communications via mobile phones.

Education on the risk and responsibility of the Internet is part of the 'duty of care' that applies to everyone working with children.

**Use of Internet**

Electronic devices used with children under supervision will have antivirus software installed and pop-ups disabled to prevent children being exposed to advertisements and inappropriate content. Staff will screen children from preliminary adverts that may be displayed prior to content starting. Where available, limits on content will be set when using platforms such as YouTube.

**Use of Devices**

The nursery operates a no mobile phone policy within nursery rooms and outdoor play areas. It is recognised that most staff may bring mobile telephones to work but staff members are not permitted to carry mobile telephones with them on duty. Phones brought onto the premises must be left in the office, staff room or staff lockers. Staff may access their mobile telephones during their allocated break times. Staff can use their mobiles in the office or staff room or outside of the nursery environment; it is emphasised that staff are **NOT** permitted to use their personal mobiles in outdoor play areas. Staff members are not permitted to wear any device which has internet capability has a camera facility.

Staff are expected to remind parents and visitors regarding the no mobile phone policy within the nursery. Should a parent or visitor need to make a phone call, they will be directed to either making a call outside of the premises or in the office area

**E-safety Awareness**

The internet and online technology provide new opportunities for learning, but it can also expose them to new types of risks. The nursery aims to educate children and their families about online safety, ensuring that staff receive training on the issue and include e-safety in their discussions with children when using ICT.

**Screen Time**

Our aim at Nursery is to support learning and development of children, we recognise that the use of screens and media can be helpful to support children's learning and development in certain areas and subjects.

However, we do not wish children to spend too much time at the nursery on screens. We aim to promote children's natural curiosity and imagination and therefore restrict the use of screen time at the nursery. We wish to explain to children that there is a limit to the time we are on screens because it is healthier to be active physically and mentally rather than to be passively looking at a screen.

We therefore only want to use screen media to support and/or extend learning:

- Screen time should be planned as part of learning activities and not used to distract/pacify children in an ad hoc way.
- All content must be pre-checked to ensure that it is age appropriate and suitable for learning.
- Content must be relevant to children's learning e.g. language development, shape and colour recognition, numeracy, literacy, PSHE, understanding the world, dance, movement.
- Screen time must always be supported with adult interaction to ensure that children are engaging and responding to the content and not watching it passively.
- Screen time should be limited to 20 minutes in one session and children should be educated about the importance of sticking to the limit and moving on to other activities when the 20 minutes are up.

**Social Network Platforms**

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook, Twitter, Instagram, WhatsApp etc. and the importance of considering the materials they post and subsequent information they share and how it may affect their professional status. The nursery's social media platforms include:

- Closed team facebook group.
- Closed parent and staff facebook group.
- Open facebook page.
- Website and blog.
- Instagram.
- Eylog
- YouTube
- Tik Tok

All staff must:

- Ensure that their online activity, both in setting **and** outside, will not bring the nursery or their own professional role into disrepute.
- Communicate information to parents accurately and in a professional way.
- Avoid using personal equipment for nursery related business.
- Ensure that permissions have been obtained prior to any images or video footage being uploaded onto Tiny Toes platforms.
- Be aware of the online risks of radicalisation by social media and the internet in relation to the Prevent Duty.

Unacceptable staff behaviour includes:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the internet to send offensive or harassing materials to others (cyber bullying).
- Publishing information about children, colleagues, parents or the nursery on social networking sites.
- Engaging in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed.

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated safeguarding lead.