



DIGITAL MEDIA POLICY

AIMS AND LEGISLATION

It is our aim to ensure that all digital information that is used, recorded, transmitted or archived is managed in a way that will provide an environment in which children, parents and staff are safe from incorrect or inappropriate use. By so doing this will eliminate the following concerns:

- The inappropriate use of recording devices around children.
- The inappropriate use of Information Technology or other digital media.

This policy lays down clear guidelines, which will ensure that everyone connected with the Nursery adheres to what we would deem as acceptable use of technology and media. In putting together this policy, we have been mindful of the key objectives of the following legislation:

- The Computer Misuse Act (1990)
- The Copyright, Design and Patents Act (1988)
- The Data Protection Act (GDPR) (2018)
- Defamation Act (2013)
- Obscene Publications Act (1959)
- The Protection of Children Act (1978)
- The Criminal Justice Public Order Act (1994)
- The Telecommunications Act (1984)
- The Health and Safety at Work Act (1974)
- Equality Act (2010)
- The Race Relations Act (1976)
- The CCTV Code of Practice produced by the Information Commissioner;
- The Human Rights Act 1998;
- The Regulation of Investigatory Powers Act 2000;

Clearly there is far too much information contained in these acts to disseminate here. Furthermore, we cannot be held liable if a parent / carer or visitor to the Nursery is in contravention of the law in this regard and we have exercised all reasonable care to ensure digital data is used in a responsible manner.

MOBILE PHONES/ELECTRICAL DEVICES – PARENTS/CARERS & VISITORS

- 'No mobile phone' procedure in place for parents and visitors asking them to put away mobile phones and not use any device when in EYFS settings.

This policy includes all devices that are capable of mobile communication including but not limited to mobile phones, iPads and other tablets, smart watches, satellite phones etc.

- The Nursery allows parents/carers and visitors to bring in personal mobile telephones and devices for their own use.
- Parents/carers and visitors must ensure that their mobile phones/devices are either switched off or left in the nursery office.
- If a call to or from the mobile is urgent then the nursery has designated areas where the phone can be used or parents/carers and visitors are welcome to take or receive calls on the Nursery landline 01473 282811
- We would respectfully ask that parents/carers or visitors do not contact staff during working hours on their mobile phones unless in an emergency and other methods of contact have failed.
- Should inappropriate use of a mobile phone be reported or observed then the Manager may need to take appropriate action proportionate to the incident.

MOBILE PHONES/ELECTRICAL DEVICES - STAFF

- Personal mobile phones and other digital media **must** be stored in the staff room in their own bags or office only. Within the Lower Prep staff room there is a lockable cabinet to put your phones in throughout the day. Please keep your key in a safe place. The key must be left in the key box once you have retrieved your phone.
- If staff have a personal emergency they are free to use nursery phones that are located in the office. If a member of staff needs to have their phone in close proximity (due to a family emergency or similar), prior permission must be sought from a nursery Manager. Under these circumstances the phone must be placed in the office and the member of staff will be notified if their phone has received a call or text message. Please ask family/ friends/ doctors or anyone else who is likely to contact you in an emergency do ask them to contact the office number 01473 282811 or Lower Prep office 01473 281302.
- During opening hours, the use of personal mobile phones and other digital media is restricted to the Staff Room or Office only.
- Staff should also remember that use of these items outside of break times is also restricted, e.g. using your phone in the dining halls, when visiting any part of Ipswich School.
- If smart watches/devices are worn, all notifications **must be turned off**. So that you do not receive or respond to any form of communication.
- Whilst documenting children's progress, staff are only permitted to use the nursery tablets.
- Staff must ensure that they do not have nursery cameras or tablets on them in the bathroom, when they are toileting children, changing a nappy or anytime that children are undressed during care routines.
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- During group outings, Staff will take The Lodge mobile phone with them to maintain contact with the nursery and in case of emergencies. If the Lodge mobile is already being used or the risk assessment deems two phones appropriate, due to pupil numbers/needs for example, then members of staff on the outing with The Lodge children may take their personal mobile to make emergency calls only. This must be written on the outing risk assessment.
- Should there be any cause for concern over the inappropriate use of personal or nursery digital devices, the nursery Manager reserves the right to check the image contents of the devices in question.
- If inappropriate material is found, then our Local Authority Designated Officer (LADO) will be contacted immediately. We will then take immediate action, following the LADO's guidance.

CAMERAS AND VIDEO RECORDING

Photographs or videos taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of 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.

- Parental or guardian consent must be given before the nursery takes photos or videos of their children.
- Because some parents may have withheld their consent for photos or videos of their children to be taken by any external agent from the nursery, we do not allow any cameras or recording devices into the Nursery.

CCTV

CCTV cameras are used for the purpose of security and internal staff training. All cameras are located in prominent positions within public and staff view and do not infringe on clinical or sensitive areas. All CCTV surveillance is automatically recorded and any breach of these Codes of Practice will be detected via controlled access to the system and auditing of the system.

- Signs have been put up to ensure staff and visitors are aware they are entering an area that is covered by CCTV surveillance equipment.
- All images are digitally recorded and stored securely within the system's hard drives, for up to 30 days when they are then automatically erased.
- Located within the IT office is the CCTV recording equipment, which is only accessible to authorised staff.
- Where the images are required for evidential purposes in legal or disciplinary proceedings, a DVD disc recording is made and placed in a sealed envelope signed and dated and held by the Manager until completion of the investigation.
- Only persons trained in the use of the equipment and authorised by the Manager can access data.

CHILD USE OF TECHNOLOGY

- Children will use only age appropriate software in the setting.

- Only age appropriate applications will be used through our safeguarded network
- Personal details will not be shared over the Internet.
- Any inappropriate materials sent to the computer must be reported to the Manager.
- The Internet sites visited will be monitored.

Nursery I pads:

- Nursery iPads are used within the setting to document the children's development using an app called EYlog.
- Photos can be taken on the iPad for the use of staff uploading photos to the EYlog system, photos are then uploaded and stored on the Google Drive that only management/Room and deputy room leaders have access to.
- The Nursery iPads are blocked for any use of data roaming.
- App can only be updated with management permissions and will then contact IT to see if it is suitable.

E- MAILS AND WEBSITE

The nursery's main purpose in providing IT facilities for email is to support the administration, parent partnership, care and learning, and approved business activities of the Nursery. IT facilities provided by the Nursery for email should not be abused. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- Creation or transmission of material which brings the Nursery into disrepute.
- Creation or transmission of material that is illegal.
- The transmission of unsolicited commercial or advertising material, chain letters, press releases or other junk-mail of any kind.
- The unauthorised transmission to a third party of confidential material concerning the activities of the nursery.
- The transmission of material such that this infringes the copyright of another person, including intellectual property rights.
- Activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serve to deny service to other users.
- Activities that corrupt or destroy other users' data or disrupt the work of other users.
- Unreasonable or excessive personal use.
- Creation or transmission of any offensive, obscene or indecent images, data or other material.
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
- Activities that violate the privacy of others or unfairly criticise, misrepresent others; this includes copying distribution to other individuals.
- Creation or transmission of anonymous messages or deliberately forging messages or email header information, (i.e. without clear identification of the sender) or for 'flaming'.

Parents/carers and visitors are requested to only send emails to hello@lodedaynursery.co.uk or

hdl@lodgeadaynursery.co.uk which is a safe and confidential email address used by managers only. Staff have their own room email addresses for EYFS and intimal emails only.

We use email to send out a variety of documents such as invoices, statements, updates and newsletters.

USE OF THE INTERNET AND WI-FI

Use of the internet in exceptional circumstances by parents/carers or visitors is permitted with the approval of the Manager and where it complies with appropriate use:

- Complies with current legislation
- Uses the internet in an acceptable way
- Does not create unnecessary risk to the Nursery by misuse

Under no circumstances will the Nursery Wi-Fi password be given out to parents/carers or visitors.

The nursery's website has been audited and complies with all current legislation. No material relating to parents / carers, visitors or children will be published on our web site without due consent.

SOCIAL NETWORKING AND INTERNET BLOGS

The Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social networking sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites. We request that if parents/carers/visitors mention the nursery in the context of social media that:

- Please do not invite staff members to be friends via a social network.
- Please do not discuss nursery business on any network site. All issues or concerns must be discussed with the Nursery staff or management.
- Please do not place photos from a Nursery event of any kind onto a social network site.

IMAGES OF CHILDREN

We regularly take individual or group photographs of the children in our care. These images may be used for display inside the Nursery areas, in our information guide or on our website. We also use the images for teaching, observation and publicity purposes. To comply with the Data Protection Act 1998 the Nursery requires permission from parents/carers to take these photographs. As a Nursery we promise to:

- Seek parental permission for images to be taken or used for teaching, observation and publicity purposes for every child in our care.
- Not identify individual children in our displays or on our website without prior parental consent
- Use only the Nursery tablets to take photographs.
- Ensure all staff are aware that the use of personal mobile phones to take photos or videos is not permitted – failure to adhere to this will lead to disciplinary action.

- Ensure that visitors are aware that the use of mobile phones to take images or record videos is not permitted.
- Strongly request that parents do not place photos taken at a Nursery event of any kind onto a social network site.
- Never use images taken at Nursery or a Nursery event will not be placed onto a social network site without parental permission.

Amended - January 2024