



Digital Safety Policy

ToyBox has a commitment to keeping children and staff safe and healthy and the Digital Safety Policy operates at all times under the umbrella of the Safeguarding Policy. The Digital Safety Policy is the implementation of the Safeguarding Policy and Digital Devices Policy in relation to electronic communications of all types.

Aim

To ensure the safe use of technology to enhance the work of the nursery and to provide a working knowledge of technology in a fun and stimulating way.

Procedures

The internet is not regarded as an essential resource to support teaching and learning but computer skills are vital to accessing life-long learning and employment. We believe that internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning.

Digital Devices at ToyBox

- Safeguarding children includes decisions regarding all digital recording devices such as mobile phones, SMART watches, tablets and video cameras.
- Staff do not expect parents to use their mobile phone, smart watches or any digital device inside the nursery or take photographs of other children.
- Staff including volunteers and students will not use their own mobile phones or any digital recording device during any part of the session.
- Phones will be switched off and kept in a safe place during the ToyBox session.
- In the case of a staff member needing access to personal emergency calls should be directed to ToyBox's dedicated phone: **07762893929**
- All staff will ensure this emergency contact number is known to them and those who might need it i.e. their children's schools and next of kin.
- All staff know the agreed storage place of the mobile phone which is kept out of reach of the children.
- Visitors and parents cannot use mobile phones video cameras and watches with recording devices in the nursery. Visitors and parents will be invited to take calls outside of the nursery.
- Staff obtain permission from parents to take photographs of their children for use within the sessions. This is because photographs are useful in supporting the provision of evidence of a child's achievement relating to individual learning journals.
- Photographs may be displayed of children engaged in activity to advertise ToyBox's or BWC web page only after specific parental permission is required for this and will be sought.



- Photographs must be stored on a password protected laptop or memory stick and deleted from the original device (ToyBox phone or camera) once transferred and printed. Photographs will only be printed by staff and the images will then be deleted from the storage device. Storage devices including memory sticks remain stored securely at ToyBox.
- If ToyBox ceases to operate all images of children will be deleted and hard copies destroyed.

The ToyBox manager is responsible for ensuring the above procedures are clearly communicated within staff and volunteer induction and implemented during all sessions at ToyBox and in her absence the Deputy Manager will take up this responsibility.

Digital Images

- Staff must only use technological devices that belong to ToyBox to take any photographs, and these must be downloaded or deleted every half term. After a child has left the setting all images of that child will be destroyed.
- Staff cannot use any other digital device to take photographs in the setting.
- Parents or carers permission will be obtained for all images taken.
- We make the request of visitors that they do not take unauthorised photographs of their child or other children.

Laptop, Tablet and Internet Use

- The laptop and tablets are owned by ToyBox and have appropriate encryption software and support to ensure safe internet use.
- If staff discover unsuitable sites have been accessed on the nursery laptops or tablets, they must report their findings to the manager immediately so that filters can be reviewed.
- A member of staff will observe children when they are using the internet and ensure that it is appropriate.
- Nursery internet access will be tailored expressly for educational use and will include appropriate filtering. Children will learn appropriate internet use. Staff will guide children in online activities that will support their learning journeys.
- Social networking sites will not be accessed during work hours.
- Staff are not to contact parents from their personal email accounts, nor give out their personal email addresses or phone numbers/ social media platforms.
- Staff may access the internet via their personal smart phones in their own time and during staff breaks.

Parental Partnership

- Staff are to ask parents during the induction if they have access to the internet.
- Staff are to identify their confidence levels for using the internet.
- Staff are to offer guidance for online safety regularly.

Policy and Procedure reviewed by Gemma Turner 24 January 2023

Date of next review: