ACCEPTABLE USE & DIGITAL IMAGE POLICY

Our Mission Statement

Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
June 2019	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
February 2022	S. MADARI

ACCEPTABLE USE, DIGITAL IMAGE and ELECTRONICS POLICY

The purpose of this policy is to inform staff and workforce members, apprentices, students and volunteers of what is classed as acceptable use of the Nursery and its ICT equipment and personal data. It also spells out very clearly the digital image policy that the Nursery holds and expects all adults to follow.

Taqwa Nursery takes its responsibility to safeguard all children extremely seriously and also considers the privacy of employees, workforce members, children and the Nursery itself to be of great importance. Taqwa Nursery stresses to all individuals that they must respect the rights of all other individuals on the premises at all times with regards to privacy and digital images/recordings.

The Nursery uses a paper learning journal format which uses children's pictures to describe observations and development of the children is measured using the individual progress trackers. Children's work is collated in an individual file. This data is strictly confidential and cannot under any circumstances be removed from the Nursery. Any pictures for observations or for any other reasons must only be taken on the iPad(s) belonging to the Nursery. Nursery iPad(s) are password protected and the password for these will be changed termly. The password must never be shared with anyone else – not even other staff or workforce members. Anyone who is permitted access to the iPad will be given the password by the Manager or Deputy Manager only. Once taken, photographs should be sorted through, deleted if not required and

those that are required should be logged on the photo request board, administration staff will ensure prints are ready within 3 working days. Printed pictures must be used in the children's files/journals or for displays around the Nursery only. Any pictures that were surplus to requirements or not used must be returned to the Nursery office to be shredded in compliance with Data Protection regulations.

Under no circumstances will any staff or workforce members regardless of position be allowed to take pictures of any children, workforce members, stakeholders, visitors or of any part of the Nursery on their personal phones/tablets/cameras/ICT devices or be allowed to remove hard copies of prints from site.

Staff and workforce members should ensure that their own devices including mobile phones and smart watches are all signed into the Nursery office on entry into the Nursery, these will not be removed until the staff or workforce members sign out for either a lunch break or for leaving at the end of the day. The Nursery phone is password protected and the password will only be shared on a need-to-know basis as identified by the Manager or Deputy Manager. Password/Keycode logs must be updated when new passwords are shared.

It may become necessary for staff or workforce members to carry out some Nursery related paperwork at home; in such circumstance's confidentiality rules must always be abided by. This means that if staff or workforce members are working on a family laptop or computer or shared device to complete Nursery-related work, which is also accessible by other family members, the workforce members must ensure a separate password protected account is used for the completion of the work. All computers/laptops/tablets must be password protected and it should become standard practice for users to sign off when away from the computer even for a few minutes. Where possible, documents themselves should also be password protected to ensure a double level of protection. All workforce members will be issued a standard Taqwa Nursery USB when they start at Taqwa Nursery. This is only to be used for Nursery-related work and must be brought into the Nursery every single day. The Manager reserves the right to check this USB as and when required. Once work has been completed, it should be stored on the USB and brought into the Nursery office. The completed work will then be removed from the USB by office workforce members and stored on the Nursery computer's main hard drive or printed. Once work has been completed, it should no longer remain with the staff or workforce members as this will hold personal details of children's learning and development stages. This USB must never be shared with anyone and must be reported to the police and to the Nursery Manger, DPO and Board of Trustees if lost. This will also apply to any other data breaches such as the loss/theft of a laptop or hard copies of sensitive documentation.

Staff, workforce members, parents/carers and visitors must be aware that there is a strict no-mobile policy in the Nursery. When parents/carers or visitors enter the foyer area, they must be advised of this policy and must turn their mobile phones off or on silent and stored out of sight when entering the building. This includes during settler sessions and during presentations, workshops etc. Under no circumstances can any parent/carer or visitor take photos or recordings of the workforce members, children or any part of the Nursery on their personal phones. This can become a major safeguarding concern and breach of this will result in the Manager checking the phone of those suspected of taking photos/recordings to ensure that there are no digital images/recordings on that individual's phone. It may also result in a formal warning being issued to that individual and failure to follow these instructions again will result in the individual being banned from the premises and could also result in a police report being filed.

If there is a performance or a special occasion such as a graduation ceremony, the Nursery will provide a private area set up for parents/carers or visitors to take pictures of their individual child in costume for a keepsake or for memories of their own. Should a parent/carer agree with other parents/carers to allow another child to take photos/recordings with their child, this arrangement will be strictly between the parents/carers in question and Taqwa Nursery will take no part in these conversations, neither will it accept any form of liability with regards to the images/recordings taken.

Use of electronic devices in the setting is strictly confined to adult supervision use only – this means that children will have access to technological devices such as ipads, laptops, computers, cameras etc as learning about these falls under the 'Understanding the world' strand of the EYFS. These opportunities can only be provided as an adult led, 1:1 or key group activities, and must not be left for children to access freely in continuous provision. When using devices to browse the web, safe search must be enabled and child friendly sites or searches will be accessed. It is extremely important that there is always as many layers of protection between children and exposure to inappropriate online content, including pop-ups or advertisements. All adults must report any inappropriate content on devices to management staff immediately. All devices that have access to or potential access to online content whether this be the intended use or not, must be password protected. Staff will take all opportunities to teach online safety, including embedding one of the setting's golden rules 'be kind', as well as consent in age-appropriate and sensitive ways. The Nursery shares information regarding age-appropriate device use and online safety with the parents/guardians each term to share these important messages and to ensure that new-intake children have not missed these learning opportunities by tying them to a single week/day in the year.

Where staff communications take place electronically, it is important that all staff use the 'reply all' function to ensure that all those that have been copied in to the original message are able to follow the thread. Other emails sent on a single communication basis must take place between individuals and the Nursery email address where possible, and staff that use single-communication between themselves and the personal email address of the Manager/Deputy should maintain awareness that the email thread must be forwarded to the Nursery email by the Manager/Deputy in all instances. This part of the policy is not intended to be used in a way that will hinder communications between adults, or in a way that discourages it's use, nor does it intend to infringe on privacy in any way. However, it is important that the management team in the setting is aware of communications so that they are able to mediate if necessary. Where trainings/meetings/INSET are carried out virtually, all staff and workforce members will resort to the Virtual Meeting policy.

All adults within any role at Taqwa Nursery will have regard to this policy and must read this alongside 'Guidance for Safer Working Practices for those working with children and young people in education settings'.

Taqwa Nursery will always endeavour to ensure this policy is followed very strictly. If anyone becomes aware of any person(s) who breach this policy, a report must be made at the earliest opportunity to the Nursery Manager, DPO and Board of Trustees.