

## Online Safety Policy

Sunny Socks Nursery has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times under the umbrella of the Safeguarding Policy. The E-Safety Policy is the implementation of the Safeguarding Policy & Mobile Phone Policy in relation to electronic communications of all types.

### Procedures

The internet and e-mail can be accessed through our computers in the office and the nursery Ipads. The computers and Ipads are password protected and synced.

The computers and Ipads are for nursery use exclusively. Any member of staff found using them for their own personal use will be reported to the DSL. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

Management (Natalie Smith and Melissa Newbery) are the only staff permitted to download any apps on the Ipads. Apps must be only for nursery use and monitored regularly. Any Apps not in use must be deleted.

Risks and potential hazards of the internet are highlighted to all members of staff at induction and regular staff meetings.

Staff must not post anything onto social networking sites or any other social media outlet that could be construed to have any impact on the nursery's reputation. Only the Team Leaders will post pictures onto the Sunny Socks Facebook page.

We do not include the faces of children on facebook.

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times and not discuss the nursery and children. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

Any complaints about the inappropriate use to the internet or other technologies will be handled through the Complaints Policy & Procedure.