



E-Safety Policy

It is a legal requirement of the revised Early Years Foundation Stage (EYFS) welfare requirements that each setting holds an E-Safety Policy.

Statement of Intent

Funshine Day Nursery we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, in that the potential risks involved should not be ignored.

The nursery in the following policy, endeavours to ensure E-safety is assured to all users of the nursery, whether child, parent, staff member or visitors.

Our safeguarding officer, supported by all staff ensures this policy is upheld by staff and parents alike. Funshine nursery trusts that all adults will respect and uphold this policy so as to maintain E-safety and prevent any potential risks occurring.

Internet Use

Staff access the internet in the office and may use a laptop or iPad with wireless internet connection. All programs are accessed by staff first before children interact with the program. All access to iPads are password protected. All games and video clips via you tube have been checked by staff prior to being seen by the children.

E mails

The nursery communicates with parents and outside agencies by email for professional correspondence which is password protected. Parents are given this information when expressing an interest in the nursery, and again on registration.

The password is known only to staff, to divulge this to outside persons is considered a breach of confidentiality and will be treated as such. Personal emails are not permitted on the nursery computers.

In line with the General Data Protection Regulation 2018 parent/carers and staff all sign a Privacy Notice/Consent to Store Personal Data and are aware of the legislation introduced on 25th May 2018. Funshine Day Nursery is registered with the Information Commissioner's Office (ICO) and has complied with all new requirements detailed in the General Data Protection Regulations 2018 (refer to GDPR file, stored in wooden cabinet).

Storage of Documentation

Funshine nursery uses computers to create working documents for the nursery, in terms of registers, invoicing and planning. Photographs of the children playing are used for display purposes and then deleted. Personal information on children is not stored on the computer.

Social Networks

Funshine has an Instagram and Facebook account, this is used to promote Funshine and to share some of the wonderful activities the children have been taking part in. Under no circumstances will we share photos of the children's faces or a photo where a child is recognisable.

Regarding personal social media accounts staff are not permitted to be 'friends' on Facebook with parents or discuss the nursery in any form. Any abuse or breaches of confidentiality by any adults/ students associated with the nursery is strictly forbidden and will not be tolerated. All suspected cases must be reported, the nursery will record all incidents and act on them immediately.

- Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered gross misconduct and can result in instant dismissal.
- Students on commencement of placement sign to say they will abide by our student policy and maintain confidentiality at all times. Any reported breach of this agreement will result in immediate termination of their placement with the preschool, and notification to their educational establishment.
- Parents are asked to sign a confidentiality agreement as part of the registration process, if any breaches are reported their children will lose their place with

immediate effect. If funded, Croydon Early Years will be notified. If fees are paid, the nursery reserves the right to retain these in accordance with its Fees Policy.

Use of Cameras

- Personal cameras belonging to staff are not permitted in the nursery. This includes other devices which may contain a camera option (iPhone watch, fit bits etc)
- All staff are made aware of any parental photographic objections or restrictions.
- Staff are permitted to take children's photographs to capture spontaneous moments to support the Early Years Foundation Stage or to share with parents as per Tapestry online agreement.
- Parents are not permitted to take any photographs of any children at social events held at the nursery, or on visits without prior agreement of all parents present. You will be advised by the manager when this is permitted.

Mobile Phones

The nursery provides an authorised mobile phone for outings should and emergency arise. These mobile phones have no camera facility.

All contact details for staff and children are kept in the contacts folder, thus no numbers are stored in the preschool mobile.

Staff Mobiles

Staff are not permitted to have their mobile phone on them whilst on duty with the children. If staff are awaiting an urgent message they must provide their contacts with the Nursery Main Line number 0208 777 7447 as under no circumstances are staff allowed to have access to their mobile during working hours.

Staff are permitted to use their phone on lunch breaks but are not permitted to use the phones if they are walking within the nursery building.

Parent/ Visitor Mobiles

- Parents/visitors are not to use their mobiles within the nursery.
- Visitor use of mobile phones, will be duly recorded by the nursery safeguarding officer or manager.

Facebook

- The safeguarding officer will keep parents informed of dangers to children from the use of Facebook.

IPads

- All iPads remain on the premises.
- Once photographs have been uploaded to the nursery computer they are deleted from the iPad.

Tapestry Online Learning Journal

- Our parent/carers are asked to sign an E-Safey Agreement agreeing to confidentiality clauses linked to the use of our Tapestry online learning journals.
- Staff have allocated time whilst at nursery to complete their key child's journal so therefore no updates are completed off the premises.

Funshine Day Nursery: Policy update October 2025

Review date October 2026