



## **E-safety Policy**

At Bear Hugs Nursery we have a commitment to keeping children safe at all times, therefore the E-Safety policy is further implementation of our Safeguarding policy with regard to electronic communication of all types.

### **Communications**

The e-mail address of the nursery must not be used for personal e-mail

All information about the children attending the nursery will be kept on a data base for the sole purpose of the administration of the nursery and will not be shared with any other party unless it is allowed by the law. We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.surreycc.gov.uk/social-care-and-health/childrens-social-care/how-to-access-childrens-social-care/privacy-notice-data-protection-act-1988](http://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/how-to-access-childrens-social-care/privacy-notice-data-protection-act-1988) or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **On-line communications and social networking**

- Staff will never discuss individual children in the setting on Facebook, twitter or any other social networking site. Staff will not have any parents/guardians of children who are currently attending the nursery as friends on their personal Facebook or twitter sites.
- Parents cannot make allegations towards Bear Hugs Nursery or a member of staff on Facebook or any other social networking site.
- The nursery's Facebook, twitter, or other social networking sites will not include photos of the children attending the nursery or name children at the setting.
- Staff will not post anything on any social networking sites which may offend a parent, guardian, other staff member/s or adversely affect the reputation of Bear Hugs Nursery.

### **Mobile Phones**

Mobile phones are not permitted within the main hall or outside in the garden. Mobile phones must be kept in the kitchen area at all times. Staff are permitted to use their phones during the session but only within the kitchen area. No photos are to be taken on mobile phones under any circumstances.

### **Risk Assessment**

At Bear Hugs we have a duty to ensure that the children in our care are not exposed to inappropriate information or materials. Children must know how to ask for help if they come across material that makes them feel uncomfortable.