

Online Safety

Purpose

At EDG Nursery we recognise that technology plays an important role in supporting children's learning, communication with families and the effective day-to-day operation of the nursery.

Technology also presents safeguarding, confidentiality and data protection risks if not used appropriately.

This policy sets out the nursery's expectations for the safe, secure and professional use of all digital technology and electronic devices. It aims to protect children, families, staff and the nursery from harm while ensuring technology is used responsibly to enhance learning and improve operational efficiency.

This policy applies to:

- all employees
- agency staff
- students
- apprentices
- volunteers
- contractors
- visitors
- management
- directors

Everyone working at EDG Nursery has a responsibility to safeguard children and protect confidential information when using digital technology.

Nursery Devices

EDG Nursery provides digital devices to support the delivery of high-quality care, education and communication.

Nursery-owned devices include:

- tablets
- nursery mobile phones
- laptops
- desktop computers
- digital cameras (where applicable)
- interactive screens and educational technology

These devices remain the property of EDG Nursery and are provided solely for authorised nursery business.

Staff must:

- use nursery devices professionally and responsibly
- protect devices from loss or damage
- report faults, damage or loss immediately
- keep devices secure when not in use
- ensure devices remain password protected
- use devices in accordance with this policy and the Data Protection and Confidentiality Policy.

Nursery devices must not be used for personal purposes unless authorised by the Nursery Manager.

Nursery Tablets

Nursery tablets are provided to support children's learning, observations and nursery operations.

Tablets may only be used for:

- Oivio observations and assessments
- registers and attendance
- accident and incident recording
- medication records
- parent communication through approved systems
- approved educational activities
- accessing nursery documents where authorised

Tablets must **not** be used for:

- personal internet browsing
- online shopping
- personal emails
- personal messaging
- social media
- streaming music or videos for personal entertainment
- downloading unauthorised applications
- storing personal photographs or files

Staff are responsible for ensuring tablets are used safely and securely throughout the day.

Signing Devices In and Out

To maintain accountability, all nursery tablets must be signed in and out each day.

The signing record should include:

- date
- device issued
- member of staff
- time issued
- time returned

At the end of each day, tablets must:

- be returned to the nursery office
- be signed back in
- be placed on the designated charging dock
- be checked for damage

Any missing or damaged equipment must be reported immediately to the Nursery Manager.

Nursery Mobile Phones

Nursery mobile phones are provided to support the safe operation of the nursery.

They may be used for:

- contacting parents

- emergency situations
- outings
- communication between management
- the Parent Committee WhatsApp group
- other authorised nursery business

Nursery mobile phones must not be used for:

- personal calls
- personal messaging
- personal social media
- taking unauthorised photographs
- storing personal information

Only authorised members of staff may use nursery mobile phones.

Parent Committee WhatsApp Group

EDG Nursery operates a Parent Committee WhatsApp group to support communication with members of the Parent Committee.

The group must:

- be managed using the designated nursery mobile phone
- be administered by authorised members of the management team only
- be used solely for nursery-related matters

The WhatsApp group must not be used to:

- discuss confidential matters
- discuss individual children
- discuss members of staff
- share safeguarding information
- resolve complaints

Where concerns are raised through WhatsApp, parents should be directed to the nursery's formal communication procedures.

Personal Mobile Phones

The safety and supervision of children must never be compromised by the use of mobile phones.

Personal mobile phones must not be used:

- whilst supervising children
- within children's rooms
- during outdoor play
- during outings
- during mealtimes
- during sleep supervision
- during intimate care routines

Personal mobile phones must be stored securely in staff lockers or another designated staff area throughout the working day.

Where staff need to make or receive an urgent personal call, permission should be sought from a member of the management team.

Smart Watches and Wearable Technology

To protect children's privacy and maintain professional standards, smart watches and wearable technology are not permitted whilst working directly with children.

This includes devices capable of:

- taking photographs
- recording video
- recording audio
- receiving messages
- accessing the internet
- making telephone calls

Where a wearable device has recording capability, it must not be worn within children's areas under any circumstances.

Traditional watches without smart functions may be worn provided they comply with infection control and health and safety requirements.

Smart Glasses and AI Glasses

Smart glasses, AI glasses and wearable recording technology present significant safeguarding and privacy risks.

The wearing or use of devices such as:

- AI glasses
- smart glasses
- recording glasses
- camera glasses
- augmented reality glasses
- mixed reality headsets

is strictly prohibited anywhere within the nursery premises.

Visitors, contractors and professionals must also comply with this requirement unless prior written authorisation has been granted by the Nursery Manager for a specific operational purpose.

Personal Tablets, Laptops and Computers

Personal electronic devices must not be used within children's areas.

This includes:

- tablets
- laptops
- notebook computers
- gaming devices

Personal devices must not be connected to nursery systems or used to access nursery records unless authorised by management.

Internet and Wi-Fi Use

The nursery provides secure internet access to support

Staff must use the internet responsibly and professionally.

The nursery internet connection must not be used for:

- personal streaming
- gambling
- inappropriate websites
- illegal downloads
- offensive or discriminatory content
- unauthorised software

Management reserves the right to monitor internet usage on nursery devices.

Digital Learning and Screen Time

Technology should be used to enhance children's learning and should always complement high-quality adult interactions.

Children should not routinely be seated in front of screens or digital devices as a substitute for:

- quality teaching
- meaningful play
- adult interaction
- supervision

Any digital content used with children must:

- support children's learning and development
- be appropriate to the age and stage of development of the children
- link to planned learning experiences, children's interests or curriculum objectives
- be approved by the Nursery Manager or a designated member of the management team before use

Staff must not independently introduce:

- websites
- YouTube videos
- streaming platforms
- applications
- games
- AI learning tools

- digital learning resources

without prior management approval.

Where digital media is used, staff should actively engage with children by:

- asking questions
- encouraging discussion
- extending learning
- promoting communication and language

Technology should always support, and never replace, high-quality adult interaction.

Children Under Three Years

As part of our curriculum approach, **digital learning is not routinely used with children under the age of three years.**

Children in our baby and toddler rooms learn through:

- secure attachments and responsive interactions
- sensory exploration
- singing, stories and rhymes
- physical play and movement
- heuristic play
- messy play
- outdoor exploration
- communication and language-rich experiences
- real-life experiences and first-hand exploration

We believe these experiences provide the strongest foundations for children's learning and development during the earliest years.

Children Aged Three Years and Above

For preschool children, technology may occasionally be used to enhance learning where it adds genuine educational value.

Any digital content used with children must:

- support children's learning and development
- be appropriate to the children's age, stage of development and individual needs

- be linked to planned learning experiences, chi
- have a clear educational purpose
- be approved in advance by the Nursery Manager or a designated member of the management team

Photography, Images and Video Recording

EDG Nursery recognises that photographs and videos can provide valuable opportunities to celebrate children's learning, support observations and engage parents in their child's development. However, they also present safeguarding and privacy risks if not managed appropriately.

The nursery will only take photographs or videos of children where appropriate parental consent has been obtained.

Photographs and videos will only be used for legitimate nursery purposes, including:

- learning journals and observations
- displays within the nursery
- parent communication through Ovivio
- newsletters (where consent has been provided)
- marketing materials (where separate consent has been provided)
- staff training and quality assurance where appropriate

Parents may withdraw consent at any time by notifying the Nursery Manager in writing.

Use of Nursery Cameras and Devices

Photographs and videos of children must only be taken using nursery-owned devices.

Approved devices include:

- nursery tablets
- nursery cameras
- authorised nursery mobile phones where approved by management

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All policies contained within this handbook have been created in line with current legislation and statutory guidance. EDG Nursery reviews all policies annually and updates them sooner where changes to legislation, statutory guidance, and recognised sector best practice.

Photographs must be uploaded to the appropriate nu
practicable and removed from temporary storage where appropriate.

Staff must never retain photographs of children on nursery devices longer than necessary.

Personal Photography and Recording

Staff, students, volunteers, contractors and visitors must never:

- photograph children using personal mobile phones
- use personal tablets to photograph children
- record children using smart watches
- use smart glasses or AI glasses to record images or video
- use personal cameras within the nursery
- screenshot children's information from nursery systems
- record conversations without authorisation

Parents and visitors must not photograph or record other children, members of staff or confidential information whilst on the nursery premises without prior permission from management.

Social Media

Professional boundaries must always be maintained when using social media.

Staff should not:

- accept friend requests from current parents or carers on personal social media accounts
- follow current parents or carers on personal social media
- communicate with parents through personal social media platforms
- discuss nursery matters online
- post photographs taken within the nursery
- identify nursery children or families online
- make comments that could bring the nursery into disrepute

Parents are respectfully discouraged from attempting to connect with members of staff through personal social media accounts whilst their child attends the nursery.

These expectations help protect both staff and family relationships.

Artificial Intelligence (AI)

EDG Nursery recognises that Artificial Intelligence (AI) technologies are becoming increasingly common within education and business.

AI may assist with administrative tasks where approved by management; however, it must never compromise confidentiality, safeguarding or professional judgement.

Staff must not upload the following information into any AI platform without the explicit approval of the Nursery Manager or Directors:

- children's names
- photographs of children
- observations
- assessments
- safeguarding records
- accident or incident records
- medical information
- personal data
- confidential nursery documents
- staff records

AI must never be used to:

- make safeguarding decisions
- replace professional judgement
- write safeguarding records
- generate observations containing confidential information
- produce reports using identifiable children's data

Where AI is used for administrative support, all content must be reviewed, checked for accuracy and approved by the member of staff before use.

Staff remain fully responsible for any work produced using AI.

Cyber Security

All staff share responsibility for protecting the nursery's digital systems.

Staff must:

- keep passwords confidential
- use strong passwords
- lock devices when unattended
- log out of systems after use
- report suspected phishing emails immediately
- report lost or stolen devices immediately
- avoid downloading unauthorised software
- use only authorised nursery systems

Passwords must never be:

- written where others can access them
- shared with colleagues
- shared with parents
- stored in unsecured locations

Email and Electronic Communication

Nursery email accounts must be used professionally at all times.

Staff should:

- check recipients before sending emails
- ensure confidential information is sent securely
- avoid discussing confidential matters through personal email accounts
- use management@edgnursery.co.uk or other authorised nursery email addresses where appropriate

Parents should not be contacted through personal email accounts.

Visitors, Contractors and External Professionals

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Visitors must not:

- connect personal devices to nursery systems without permission
- photograph children
- record children
- access confidential information
- use recording devices within children's areas

Any visitor requiring photographs or recordings for legitimate purposes must obtain prior approval from the Nursery Manager and ensure appropriate parental consent is in place.

Monitoring and Compliance

The Nursery Manager and management team are responsible for ensuring that this policy is implemented consistently across the nursery.

Compliance will be monitored through:

- regular observations of practice
- supervision meetings
- annual appraisals
- safeguarding audits
- quality assurance visits
- monitoring of nursery devices
- reviews of Ovivio records
- staff discussions and reflective practice
- incident investigations where required

Management may periodically monitor the use of nursery-owned devices to ensure they are being used appropriately and in accordance with this policy.

This may include reviewing:

- internet browsing history on nursery devices
- downloaded applications
- device settings
- usage logs
- Ovivio access logs
- email usage
- security settings

Monitoring will always be carried out proportionately, nursery's Data Protection and Confidentiality Policy.

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- downloaded applications
- device settings
- usage logs
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- email usage
- security settings

Monitoring will always be carried out proportionately, lawfully and in accordance with the nursery's Data Protection and Confidentiality Policy.

Reporting Online Safety Concerns

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Any concern relating to online safety, digital safeguarding should be reported immediately.

Concerns may include:

- inappropriate use of technology
- breaches of confidentiality
- unauthorised photography or recording
- misuse of nursery devices
- inappropriate online behaviour
- suspected cyber security incidents
- suspected data breaches
- inappropriate use of Artificial Intelligence (AI)
- concerns regarding children's online safety
- inappropriate digital communication with parents

Concerns should be reported to:

Nursery Manager / DSL
Shazel McFarlane

or in her absence:

Deputy DSL
Guzal Juraeva

Where concerns relate to the conduct of the Nursery Manager, concerns should be reported directly to:

Safeguarding Oversight Director
Nick Ng

All concerns will be managed in accordance with the nursery's Safeguarding and Child Protection Policy.

Data Breaches

Any actual or suspected data breach must be reported immediately to the Nursery Manager.

Examples include:

- loss or theft of a nursery device
- unauthorised access to Ovivio
- sending confidential information to the wrong recipient

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- loss of children's personal information
- inappropriate disclosure of confidential information
- unauthorised photographs or recordings
- unauthorised use of Artificial Intelligence involving nursery information

The Nursery Manager will investigate the incident and determine whether further action is required, including notification to the Directors and, where appropriate, the Information Commissioner's Office (ICO).

Breaches of this Policy

Failure to comply with this policy may result in disciplinary action.

Examples of serious breaches include, but are not limited to:

- using a personal mobile phone whilst supervising children
- taking photographs or videos of children using a personal device
- wearing or using smart watches, smart glasses or AI glasses in children's areas
- using electronic devices during intimate care routines
- uploading confidential nursery information to AI platforms without authorisation
- accessing inappropriate websites using nursery equipment
- sharing confidential information electronically without permission
- allowing unauthorised individuals access to nursery systems
- sharing passwords or login details
- downloading unauthorised software or applications
- using nursery technology for personal business
- communicating with parents through personal social media accounts regarding nursery matters
- failing to return nursery devices to the office at the end of the day
- failing to sign nursery devices in or out

Where appropriate, breaches may be investigated under the nursery's Disciplinary Procedure and may constitute gross misconduct.

Serious safeguarding concerns may also be referred to external agencies, including the Local Authority Designated Officer (LADO), Ofsted, the Information Commissioner's Office (ICO) or the Police where appropriate.

Staff Responsibilities

All staff are expected to:

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- safeguard children's privacy and dignity
- protect confidential information
- follow this policy at all times
- use technology professionally
- report concerns immediately
- maintain appropriate professional boundaries
- comply with all safeguarding, data protection and confidentiality procedures

Every member of staff has an individual responsibility to ensure technology is used safely, ethically and in the best interests of children.

Key Points for Staff

All staff must remember to:

- ✓ Use nursery technology for nursery business only.
- ✓ Return all nursery tablets to the office at the end of each day.
- ✓ Sign tablets in and out.
- ✓ Place all tablets on the designated charging dock before leaving.
- ✓ Keep passwords secure and never share login details.
- ✓ Never use personal mobile phones whilst supervising children.
- ✓ Smart watches, smart glasses and AI glasses are not permitted whilst working with children.
- ✓ Never use any electronic device during nappy changing, toileting or intimate care routines.
- ✓ Children under three years of age do not routinely participate in digital learning activities.
- ✓ Digital learning for preschool children should only be used for short, purposeful and management-approved educational experiences.
- ✓ Only use websites, videos, applications or digital resources that have been approved by the Nursery Manager or a designated member of the management team.
- ✓ Never upload children's information or photographs to Artificial Intelligence (AI) platforms without explicit authorisation.
- ✓ Report any online safety, cyber security or data protection concerns immediately.

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Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Prevent Duty and Radicalisation Policy
- Data Protection and Confidentiality Policy
- GDPR Privacy Notice
- Access and Storage of Information Policy
- Staff Code of Conduct
- Social Media Policy (if applicable)
- Personal Care and Nappy Changing Policy
- Whistleblowing Policy and Procedure
- Low-Level Concerns Policy
- Allegations Against Staff Policy
- CCTV Policy
- Security Procedures Policy