



# Safer Electronic Usage Policy

## STATEMENT OF INTENT.

At Totterdown we have created a safer electronic usage policy to ensure the safety and wellbeing of children, staff and visitors. In all that we do children's safety is paramount and electronic communication is only used to support children's learning and wellbeing. This policy complies with UK laws and guidance, including the EYFS and safeguarding regulations, GDPR and data protection and Keeping Children Safe in Education and Ofsted requirements.

### Aim

This policy aims to ensure the safe and responsible use of electronic devices and technology in our preschool environment to protect children, staff and the wider community. It applies to all staff, volunteers, students and visitors; use of preschool-owned and personal electronic devices; use of internet, emails, social media, computers, mobile phones and electronic storage devices.

### Staff use

- Staff need to store their personal mobile phones in the managers office and may only use them during breaks or convenient times away from children. All phone calls need to be made either in the managers office, staff room or foyer, away from the children.
- Staff must not use their personal mobile phones for preschool use whether this be to take pictures or videos of the children or to communicate with parents.
- Staff may not discuss work-related matters on personal social media.
- Staff must not share photographs of children on personal accounts.
- Staff may wear smart watches that do not have photo technology. In the case of these capabilities being able, we would ask that this function is turned off. If this is not possible they will be asked to remove it and place it along with the mobile phones in the managers office.
- No member of staff is permitted to answer a phone call using a smart watch.
- Preschool mobile phones are issued to every member of staff and are not to be taken home. These are for educational and administrative purposes only. All phones get locked in the office during non-preschool hours.
- Each staff member has a WhatsApp group of their key worker children's parents on which to communicate photographs and blogs of the weeks activities. Parents are told that this is not for two-way communication and any questions or concerns should be highlighted using the work phone number, at the door or by email.
- Images of the children may only be taken on work issued mobile phones and used for the purposes that have been consented to by the parents.
- Images are deleted from the mobile phones on a regular basis by the manager.

- Totterdown Preschool provide a staff lap-top to complete work on, ie report writing. No documentation relating to children's personal information will be stored on the lap-top.
- All staff will receive e-safety training as part of their safeguarding duties, and regular updates will be provided as technology and guidance evolve.

### **Children's use**

- Totterdown Preschool do not allow children to use phones or tablets.
- Children only have access to the internet via the teaching computer in an adult led activity.
- Only one computer is present in the main room. Adults are able to use the computer with the child as a teaching aid, as long as all websites are checked prior to the children being present. The computer has a high level of content blocked.
- Totterdown Preschool follows the statutory requirements for filtering and monitoring to keep children safe whilst online. The computer will be monitored on a regular basis, to check that all filters are in place and they are at the highest level possible.

### **Social media administrator's use**

- Totterdown Preschool employs K8 Design and Marketing Ltd to facilitate our social media and advertising presence.
- Photographs are sent to K8 Design and Marketing Ltd via WhatsApp. These are then deleted from the work phone.
- Photographs of the children are shared on Instagram and Facebook with the consent of the parents.
- K8 Design and Marketing Ltd is contracted to use and then delete all photographs. No storage on any device is permitted.
- K8 Design and Marketing Ltd employees are DBS checked.

### **Storage and usage**

- All digital records comply with the General Data Protection Regulation (GDPR).
- Any digital devices that store personal information are password protected.
- Confidential data must not be shared via unsecured platforms. Egress is used to email personal data.
- Only authorised personnel may install software or access the network.
- All staff must report suspected breaches or online safety concerns immediately.

Any breach of this policy will be taken seriously and may result in disciplinary action. Serious incidents will be reported to the Local Authority Designated Officer (LADO), Ofsted or police if necessary.

Agreed by Claire Childs and Shamira Lumsden on behalf of Totterdown Preschool

Reviewed on July 2025