



St Nicolas Playgroup

E-Safety Policy

1.0 Introduction

St. Nicolas Playgroup has a commitment to keeping children and staff safe and healthy and the E-Safety Policy operates 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.

2.0 Aim

To ensure the safe use of technology to enhance the work of the playgroup and to provide a working knowledge of technology in a fun and stimulating way.

3.0 Procedures

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the playgroup can play a vital part in starting this process.

In line with other nursery policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

4.0 Digital Images

- Children should use the child-friendly digital camera and any photographs will be downloaded or deleted periodically.
- Staff must only use the setting's iPads/tablets to take any photographs, and these should be downloaded or deleted every half term. After a child has left the setting all images of that child will be deleted. The only images kept will be those kept for prosperity. Photos are also used for the purpose of Blossom.
- Staff cannot use any other digital device to take photographs in the setting, including their own phone or smart watch.
- Parent's or carer's permission will be obtained for all images taken. If the image is placed on the website then it will be removed when the child leaves the setting.
- Video footage will not be taken in playgroup unless it is for the child/children's development for Blossom, in which case it will be taken officially by a member of staff.



- Where photographs are used on the website or for promotional purposes, no child will be named.
- We also make the request of visitors that they take no unauthorised photographs of their child or other children. When permission is given to take photos (i.e. nativity/Easter/sports day/graduation photographs), it is under strict condition that the photos will not be shared on social media.

5.0 Laptop/Tablet and Internet Use

- The tablets and laptop are owned by St Nicolas Playgroup and have the appropriate software to ensure safe internet use.
- A staff or committee member will be responsible for systems support and will ensure that the appropriate filters are applied to the tablets and laptop in the playgroup.
- If staff or pupils discover unsuitable sites have been accessed on the playgroups laptop/tablets they must report their findings to the Manager or Chair of the Committee immediately so that filters can be reviewed.
- A member of staff will ensure the internet is only used with adult supervision through the iPads/tablets. The internet must be turned off on the device when the children are using the Amazon Fire tablets. The children do not have access to the laptop.
- St Nicolas Playgroup reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.
- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist, or offensive material is forbidden.
- Work email accounts may be used on personal devices at home solely for work purposes.
- Playgroup internet access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journey.



- The internet is also used in the playgroup to support the professional work of staff, to allow effective planning, and to enhance the playgroups management information and business administration systems.
- Social networking sites will not be accessed during work hours.
- Children will only use age-appropriate software in the setting.
- Children will be spoken to regularly about the staying safe on the internet and informing adults if they see content they don't understand.

6.0 Mobile Phones and Smart Watches

- Staff/volunteers cannot carry or use their personal mobile phones or wear smart watches whilst working in the setting.
- Mobile phones and smart watches should be stored in the kitchen. Personal phone calls should only be taken if agreed with the manager.
- The setting telephone number should be given out to be used as an emergency contact for staff (Taplow 07538 491936 | Dorney TBC).
- Personal mobile phones can be checked on lunch breaks, in a separate location to children in the setting.
- Parents and visitors are not permitted to use mobiles phones whilst on site where children are present, (unless given permission to take photographs or videos at playgroup events).

7.0 Complaints

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

This policy was adopted by St. Nicolas Playgroup in July 2021

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	