



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



Training Depot Day Nursery

E-Safety Policy

The Member of staff responsible for E-Safety in the Nursery is Mrs Sandhya Godhania, Business Manager.

The children in Nursery have no free access to the Internet. They use the computers for age appropriate educational games and activities with adult supervision at all times. The internet can only be accessed on the staff computers which are not accessible to the children in their Nursery Rooms.

Signed Parental Permission is required when the Nursery uses any images of a child on our Nursery website or any documentation that will be published and used outside of the Nursery.

Staff internet access is only accessible using a password system. Only Management and office staff have individual passwords that are confidential. In the event of a member of staff wishing to use the internet, clearance would have to be given to view and download any material requested by a member of management. Passwords will not be disclosed, and a member of the management will log in to allow access to the member of staff. All staff are aware of the prevent regulations. See Safeguarding policy.

Staff are not permitted to hold conversations, discussions, interactions or share opinions with another member of staff, a friend, family member, parent, student or volunteer on e-mail, Facebook, chat rooms or any other form of media that can be viewed or heard by others, in relation to any details regarding Nursery, any member of staff, parents, children, students or volunteers, or any issues, occurrences, events or concerns that have already happened or are expected to happen at Nursery.

Management will take disciplinary action against any member of staff being seen to show disregard for the rules and procedures as described. Details of any E-safety incidents and their investigation and outcome will be recorded and kept on file.

The E-Safety rules and procedures for accessing the internet apply to any students, volunteers or parents that may spend time in the Nursery working with the children. Action will be taken by Management if there is any breach in the rules and procedures.

If there is a serious breach of the rules and procedures in place, outside agencies will be involved.

The Data Protection Act 1998 sets out standards in regard to any data and information the Nursery holds on children, staff, parents, carers, students and volunteers. It clearly states what data can be held and whom it may be passed on to.

Training Depot Day Nursery is registered under and legally obliged to comply with the Data Protection Act 1998. Registration Number is Z1812126.

The nursery also complies with the General Data Protection Regulation (GDPR) 2018

Training Depot Day Nursery holds information on children in order to support their development, monitor progress and provide care. The information held is contact details, attendance information, special



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education needs, SG concerns, medical and dietary details, full name, date of birth, copy of birth certificate, EYFS progress record sheet, including photographs and details of accidents / injuries.

At times the Nursery is required to pass on relevant information about a child to the Local Authority. For example, details of Special Education Needs, progress trackers, 2-year-old profile being passed onto Infant School.

The Local Authority is likewise obliged to follow procedures and rules set out in the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

Training Depot Day Nursery observes the rights people hold regarding all information held. This includes the right to access their own personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong.

Training Depot Day Nursery ensures:

- All confidential information is stored in lockable cabinets.
- Only senior staff have access to all personal information.
- All computer data information is regularly backed up.
- Record keeping on each child is kept confidential and shared only with parents and/or with other approved professionals.
- Confidentiality is enforced at all times in the setting.
- The Nursery is locked and security systems are activated when the premises are empty.
- Only senior staff have keys, etc., for access into the Nursery.

Training Depot Day Nursery will breach confidentiality and data protection only if there is a concern that a child is at risk, it is not necessary to obtain parent permission to do this.

Miss Sandhya will ensure all data that had been saved on any ICT equipment has been permanently deleted when the equipment is no longer in use and due to be disposed.

Please read the Internet Acceptable and Email Use Policy, Mobile Phone Policy and Cyber Safety Policy in conjunction with this Policy.

Reviewed in Aug 24 By Miss Sandhya