



# E-Safety & Online Safety Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche recognises that technology is an integral part of children's lives and learning. This policy sets out how we use technology safely and responsibly within the nursery, how we protect children from online risks, and how we educate children, staff, and families about e-safety. While our youngest children have limited direct interaction with the internet, this policy covers all aspects of technology use, including staff devices, nursery management software, and digital learning tools.

This policy is informed by the Online Safety Act 2023, the UK GDPR and Data Protection Act 2018, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), the Wales Safeguarding Procedures 2019, the Curriculum for Wales (Science and Technology AoLE), and guidance from Hwb (Welsh Government digital learning platform).

## 2. Scope

This policy applies to:

- All staff, volunteers, students, and agency workers
- The use of nursery-owned devices (tablets, computers, cameras)
- The use of personal devices in the nursery environment
- The FAMILY nursery management app
- The nursery website and social media accounts
- Any digital learning tools used with children

## 3. Technology in the Nursery

### 3.1 Nursery Devices

- Tablets and cameras used for learning observations, photographs, and the FAMILY app are nursery property
- Devices are password-protected and access is restricted to authorised staff
- Devices are stored securely when not in use
- Internet-enabled devices used by children (if any) have appropriate content filters in place

- Children's use of technology is supervised at all times and is purposeful, linked to learning objectives

### 3.2 Personal Devices

- Personal mobile phones must be stored in designated areas (staff lockers/handbag storage) and are not used in childcare rooms or outdoor play areas
- Personal phones may be used during designated break times in staff areas only
- Smartwatches capable of recording, photographing, or internet access must not be worn in childcare areas
- Personal devices must never be used to photograph, video, or record children
- Visitors are informed of the personal device policy on arrival

See also: Camera, Mobile Phone & Recording Device Use Policy.

### 3.3 Social Media

- The nursery's social media accounts are managed by authorised personnel only
- Photographs of children are only posted with explicit written parental consent (obtained on the registration form and renewable)
- Children are never identified by name on social media
- Staff must not post images of children from the nursery on personal social media accounts under any circumstances
- Staff should not accept friend/follow requests from current parents on personal accounts
- Any concerns about social media misuse are reported to the Nursery Manager immediately

## 4. Protecting Children

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### 4.1 Age-Appropriate Education

In line with the Curriculum for Wales Science and Technology Area of Learning and Experience, we introduce age-appropriate digital literacy concepts:

- Understanding that some things are real and some are make-believe
- Talking about staying safe and telling a grown-up if something feels wrong
- Using technology purposefully and responsibly

### 4.2 Responding to Concerns

- Any concern about a child being exposed to inappropriate content or online harm is treated as a safeguarding concern and referred to the Designated Safeguarding Person immediately
- The Wales Safeguarding Procedures are followed
- If a child discloses something concerning related to online activity at home, this is recorded and handled in line with the Safeguarding & Child Protection Policy

## 5. Data Security

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- All digital records containing personal data are stored securely in password-protected systems
- The FAMILY app is the primary system for nursery records — data is processed in the EEA with appropriate safeguards
- Staff receive training on data protection and phishing awareness

- USB drives are not used to store personal data
- Data breaches are reported to the Nursery Manager and, where required, to the ICO within 72 hours

## 6. Staff Responsibilities

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- All staff read and sign this policy on induction
- Staff receive e-safety training during induction and annual refreshers
- Any staff member found to have breached this policy will face disciplinary action
- Staff are expected to model responsible use of technology

## 7. Information for Parents

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We share e-safety resources and advice with families, including:

- Age-appropriate screen time guidance
- Links to resources such as Internet Matters, NSPCC Net Aware, and Hwb
- Information about parental controls and safe search settings
- Encouragement to have ongoing conversations with children about staying safe online

## 8. Related Policies

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- Camera, Mobile Phone & Recording Device Use Policy
- Safeguarding & Child Protection Policy
- Data Protection & Confidentiality Policy
- GDPR & Privacy Notice Policy
- Acceptable Use / Staff Code of Conduct