Blanchelande College

Created by: SLP
Date: 7/26
Next Review Date: 7/27

Nursery Digital Safety Policy

Policy Statement

Blanchelande Nursery is committed to safeguarding and promoting the welfare of all children. We recognise that digital technology is an important part of children's learning, communication, and development. However, technology must always be used safely, responsibly, and in a way that protects children's privacy, dignity, and wellbeing.

This policy outlines the nursery's approach to digital safety and sets out the responsibilities of children, staff, parents, and carers in ensuring that digital technology is used appropriately.

This policy should be read alongside Blanchelande College's Safeguarding and Child Protection Policy, Data Protection Policy, and relevant acceptable use guidance.

Aims

The aims of this policy are to:

- Protect children from harmful, inappropriate, or unsafe online content, contact, or behaviour.
- Ensure digital technology is used safely and appropriately within the nursery environment.
- Promote positive, age-appropriate digital experiences for children.
- Ensure staff understand their responsibilities when using technology and handling digital information.
- Support parents and carers in promoting safe digital practices at home.
- Ensure compliance with data protection and safeguarding requirements.

Roles and Responsibilities

The Nursery Team will:

- Ensure this policy is implemented, monitored, and reviewed annually.
- Ensure appropriate digital safety procedures are in place.
- Ensure staff receive suitable safeguarding and digital safety guidance.
- Ensure concerns relating to digital safety are reported and managed appropriately.
- Work with the Designated Safeguarding Lead (DSL) where digital safety concerns arise.

All staff must:

- Use digital technology responsibly and model safe, respectful online behaviour.
- Follow nursery procedures when using digital devices, communication systems, and online platforms.
- Only use nursery-approved devices to capture photographs or videos of children.
- Never use personal devices to photograph, record, or store images of children.
- Never share children's personal information, photographs, or videos through personal accounts or unauthorised platforms.
- Keep passwords and login details secure.
- Report any digital safety, safeguarding, or data protection concerns immediately to the Nursery Manager or DSL.

Parents and Carers

Parents and carers are expected to:

- Support the nursery's approach to safe and responsible technology use.
- Respect the privacy of children and families by avoiding the sharing of identifiable images or information about nursery children online without appropriate consent.
- Use official nursery communication channels for communication with staff.
- Follow any guidance provided by the nursery regarding digital safety.

Children

Children will:

- Use digital devices only with appropriate adult supervision.
- Be supported to develop an understanding of safe and responsible technology use.
- Be introduced to simple, age-appropriate concepts such as privacy, asking permission, and staying safe online.

Use of Digital Technology in Nursery

Nursery Devices

- Only nursery-owned devices, including mobile, Ipad and laptops, may be used to record children's learning and experiences.
- Nursery devices must remain on nursery premises unless authorised.
- Devices must be password protected and stored securely when not in use.

- Digital images and videos must only be accessed, stored, or shared using approved nursery systems.

Personal Devices

- Personal mobile phones, tablets, cameras, or other recording devices must not be used to photograph or record children.
- Staff personal phones must be stored securely in the designated staff area during working hours, in accordance with nursery procedures.

Internet and Online Access

- Internet access within the nursery is filtered and monitored through Blanchelande College's IT systems.
- Children may only access digital devices and online content under direct adult supervision.
- Staff must ensure that all online content accessed within the nursery is appropriate, safe, and relevant to children's learning.

Social Media and Online Communication

- Staff must not connect with parents or families through personal social media accounts.
- Staff must not discuss children, families, or nursery matters on personal social media platforms.
- Official nursery communications must only take place through Blanchelande College-approved communication channels.
- Any online communication must maintain professional boundaries and protect confidentiality.

Data Protection and Privacy

The nursery is committed to protecting children's personal information and maintaining confidentiality.

- Photographs, videos, and other digital records of children will only be collected, used, and shared where appropriate consent has been obtained.
- Digital information will be stored securely and handled in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017.
- Staff must follow Blanchelande College's Data Protection Policy at all times.
- Any suspected data breach or inappropriate sharing of information must be reported immediately to the Data Protection Officer and Nursery Manager.

Training and Awareness

- Staff receive safeguarding training in line with Blanchelande College requirements and current safeguarding guidance.
- Staff will receive appropriate guidance on digital safety, data protection, and the safe use of technology.
- Parents and carers will be provided with guidance and support to encourage safe technology use at home.
- Children will be supported to develop early digital safety awareness through appropriate learning opportunities.

Responding to Digital Safety Concerns

Any concern relating to digital safety will be treated as a safeguarding matter.

Concerns may include:

- Inappropriate online content being accessed.
- Sharing of photographs or information without consent.
- Unsafe contact or communication.
- Misuse of digital devices.
- Breaches of confidentiality or data protection.

All concerns must be reported immediately to the Nursery Manager and/or Designated Safeguarding Lead (DSL).

The nursery will follow Blanchelande College's Safeguarding procedures when responding to concerns.

Data protection concerns must be reported promptly to the Data Protection Officer.