

E-Safety Policy

Setting Name: Golden Acorns **Date:** April 2026

1. Statement of Intent

Golden Acorns is committed to ensuring that children, staff and families are safe when using digital technology. We recognise that technology plays an increasing role in children's lives and that early year's settings must promote safe, responsible and age-appropriate use.

Our aim is to protect children from online risks, support staff in modelling safe behaviour, and work in partnership with parents to promote e-safety both within the setting and at home.

2. Legal Framework

This policy is based on statutory guidance including:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Keeping Children Safe in Education (KCSIE)
- Data Protection Act 2018
- UK GDPR
- Safeguarding and Child Protection legislation

The setting follows EYFS requirements regarding safeguarding, supervision and safe use of technology.

3. Definition of E-Safety

E-safety refers to the safe and responsible use of digital technology, including:

- Internet access
- Digital devices
- Online communication
- Electronic records
- Digital media

It includes protecting children from online risks such as inappropriate content, cyberbullying, grooming, privacy breaches and exposure to unsafe digital environments.

4. Use of Technology in the Setting

We ensure that all technology used within the setting is safe, age-appropriate and supervised. This includes:

- Secure internet access
- Filtered and monitored systems
- Supervised use of tablets or computers
- Child-friendly educational apps · no unsupervised online activity

Children do not access social media, messaging platforms or open internet searches.

5. Staff Responsibilities

Staff must:

- Model safe and responsible use of technology
- Supervise all digital activity
- Follow data protection and confidentiality procedures · use only setting-approved devices for photographs or observations
- Never use personal phones for recording or communication with families · **follow our strict “no staff mobiles in classrooms” rule — personal phones must be stored away and not used in any learning or care environment**
- Report any e-safety concerns immediately to the manager

Staff are expected to uphold professional standards at all times.

6. Photographs, Videos & Digital Media

To protect children’s privacy:

- Photographs are taken only on setting devices

- Images are stored securely
- Images are used only for learning records or authorised communication
- No images are shared on personal devices or social media · parental consent is obtained before any use of images

No child's image is used publicly without explicit written consent.

7. Online Communication with Parents

Communication with families is carried out through:

- Secure nursery platforms
- Official email accounts
- Authorised messaging systems

Staff do not communicate with parents via personal social media or personal messaging apps.

8. Data Protection & Digital Security

We ensure that:

- children's records are stored securely
- Digital files are password-protected
- Only authorised staff access sensitive information
- Data is shared only when necessary and in line with safeguarding procedures

All digital information is handled in accordance with UK GDPR.

9. Managing E-Safety Concerns

Any e-safety concern, including exposure to inappropriate content or unsafe communication, is:

- Reported immediately to the manager
- Recorded in safeguarding or incident logs
- Investigated promptly
- Addressed in line with safeguarding procedures

Parents are informed where appropriate.

10. Parent Partnership

We work collaboratively with parents to promote e-safety at home. This includes:

- Sharing guidance on safe device use
- Supporting families with filtering and monitoring tools
- Encouraging open conversations about online behaviour
- Providing advice on age-appropriate content

Parents are encouraged to raise any e-safety concerns promptly.

11. Confidentiality

All digital information, images and communication are handled sensitively and stored securely. Access is restricted to staff involved in the child's care.

12. Monitoring & Review

E-safety practices are reviewed regularly to ensure:

- Compliance with EYFS and safeguarding guidance
- Safe use of technology
- Effective protection of children's digital wellbeing

This policy is reviewed annually or sooner if guidance changes