

Maple Minis

Online Safety Policy

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Keeping Children Safe in Education states *“The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:*

- ✓ *content: being exposed to illegal, inappropriate or harmful material;*
- ✓ *contact: being subjected to harmful online interaction with other users; and*
- ✓ *conduct: personal online behaviour that increases the likelihood of, or causes, harm”*

The Deputy Designated Safeguarding Lead is responsible for online safety concerns. All concerns need to be raised as soon as possible to Daniel Shires.

Within the nursery we aim to keep children (and staff) safe online by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops and any mobile devices
- Keeping passwords safe and secure, not sharing or writing these down.
- Ensuring management monitor all internet activities in the setting
- Locking away all nursery devices at the end of the day
- Ensuring no social media or messaging apps are installed on nursery devices
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised when using internet devices
- Integrating online safety into nursery daily practice by discussing computer usage ‘rules’ deciding together what is safe and what is not safe to do online
- Talking to parents and children (if old enough to understand) about ‘stranger danger’ and deciding who is a stranger and who is not, comparing people in real life situations to online ‘friends’
- Providing training for staff in online safety and understanding how to keep children safe online.
- Abiding by an acceptable use policy; ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use is allowed.

- Ensuring that under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material
- Monitoring children’s screen time (if old enough) to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning (if applicable)
- Managing our digital reputation, including the appropriateness of information and content that we post online, both professionally and personally. This is continually monitored by the setting’s management.

All electronic communications between staff and parents should be professional and take place via the official nursery communication channels, e.g. the setting’s email addresses and telephone numbers. This is to protect staff, children and parents.

If any concerns arise relating to online safety, then we will follow our safeguarding policy and report all online safety concerns to the DDSL.

The DDSL will make sure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral if they feel it is needed
- All concerns are logged, assessed and actioned upon using the Nursery’s Safeguarding procedure
- Parents are supported to develop their knowledge of online safety issues concerning their children via their PHSE, ICT lessons and/ or morning meetings.
- Parents are offered support to help them talk about online safety with their children using appropriate resources
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.
- We refer to <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations-for-managers> to ensure all requirements are met in order to keep children and staff safe online

Date of Policy - Feb 2021

Date of Review – Feb 2023

Signed

Nursery manager.....

Deputy Nursery manager.....