Online Safety Policy

A close up of a mans face

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

Keeping Children Safe in Education categorises online safety 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 Designated Safeguarding Lead is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to Lucy Grieve.

Within the nursery we aim to keep children, staff and parents safe online. Our safety measures include:

* Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
* Ensuring all devices are password protected. Passwords should be kept safe and secure, changed regularly and are not written down
* Monitoring all internet usage across the setting
* Ensuring no social media or messaging apps are installed on nursery devices
* Reviewing all apps or games downloaded onto devices ensuring they are age and content appropriate
* Using only nursery devices or the Managers phone to record/photograph children in the setting
* Never emailing personal or financial information
* Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
* Teaching children how to stay safe online and report any concerns they have
* Ensuring children are supervised when using internet connected devices
* Using tracking software to monitor suitability of internet usage (for older children)
* Not permitting staff or visitors to access to the nursery Wi-Fi unless agreed with a Manager.
* Talking to children about ‘stranger danger’ and deciding who is a stranger and who is not; comparing people in real life situations to online ‘friends’
* Ensuring all staff abide by an acceptable use policy; instructing staff to use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated (see acceptable IT use policy)
* The nursery is aware of the need to manage 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 DSL.

The DSL will make sure that:

* All staff know how to report a problem and when to escalate a concern, including the process for external referral
* All concerns are logged, assessed and actioned in accordance with the nursery’s safeguarding procedures
* 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

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *September 2020* | *Lucy Grieve* | *September 2021* |