ONLINE SAFETY POLICY

E-Safety Designated person – Emma Middleton

Policy statement

At The Orchard Nursery we will provide a safe environment to learn and work, including when online. Filtering and monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material.

Clear roles, responsibilities and strategies are vital for delivering and maintaining effective filtering and monitoring systems. It's important that the right people are working together and using their professional expertise to make informed decisions. Filtering and monitoring is in place on all devises and smartboard. The DSL will work closely with our IT department to make sure security systems are in place and in good working order.

Procedures

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children do not have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
  - only go online with a grown up
  - be kind online
  - keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet

- Adults will share stories around online safety eg Smartie the penguin.

- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the management team who will inform the Internet Watch Foundation at www.iwf.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child online is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Children are not permitted to use email in the setting. Parents and staff are not permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children.

Mobile phones – children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office until the parent collects them at the end of the session.

Mobile phones / Digital Watches – staff and visitors

- All staff are required to keep their mobile phones in the office during working hours. Phones may only be accessed during authorised breaks and in designated staff areas, such as the staff room or office.
- Technology is getting more and more smarter. We encourage the correct use of technology not only with staff but with children too. They need to see it being used responsibly.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- To safeguard all children, parents and carers attending settling-in sessions will be asked to leave their mobile phones in the nursery office before entering the children's rooms.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Smart Watches

- The wearing of smart watches is not permitted while on duty or in designated work areas. Employees must remove or securely store smart watches before commencing work. This requirement is in place to maintain compliance with company policies, security requirements, safety standards, and/or operational procedures.

Cameras, photos and videos.

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, (eyLog) or for displays within the setting, with written permission received by parents (see the Registration form). Such use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children, especially on any social networking sites.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name.

Electronic learning journals for recording children's progress

- Tablets are used in conjunction with eyLog. An app (Block site) is used to ensure members of staff cannot access any other settings including the internet from the tablet. Filtering and monitoring software (Sercurly) is downloaded on all tablets to filter harmful content and monitor access to websites.
- Staff use an allocated individual pin code to access eyLog and the children's learning journeys
- Staff adhere to the guidance provided with the system at all times.
- Staff access CPOMS via the nursery's tablets to record safeguarding concerns. Each member of staff has their own individual login details and password to ensure records remain secure and confidential.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).
- Staff will follow and adhere to the settings 'Photo Safety Checklist' before uploading a photo on eyLog. This will ensure that images are used safely and are appropriate.
- To protect children's privacy, any images uploaded to EyLog that include other children in the background will be blurred before they are published to parents.
- The setting has No Photography Zones where taking photos is prohibited.
- All photographs on the gallery are checked weekly by management across all devices to ensure they are appropriate and comply with nursery policies.

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

Using Android Tablet's / Smart Board within the setting.

- Children will only have access to the Internet under staff supervision. Under no circumstances will any child be left alone while using the Internet.

- Children and staff are not permitted to access chat rooms or engage in web surfing for personal use.

- The iPads are stored securely in the office at the end of the day. No iPad may be used in toilets or nappy-changing areas or discreet areas of the nursery eg book corner. Nursery Practitioners must behave responsibly with iPads as pieces of delicate electrical equipment, protecting them from damage and ensuring they pose no physical risk to children.

- iPads must not be taken home by staff. Only authorised members of the management team may take work laptops off-site for work-related purposes.

- Tablets and ipads are checked weekly, on different days to check Internet search history, photos and videos on the device and any other activity that may raise concern.

- Photos stored on the iPad are never uploaded to any part of the Internet.

- All iPads used in the setting have PIN-protected 'Restrictions' on web content and apps. In-App purchases are 'OFF', and Require Password is set to 'Immediately'

- The SmartBoard will have internet access, and will only be used to extend interests or children's knowledge. The board is password protected, and has a filtering system blocking any inappropriate materials. Staff will always supervise when in use.

- Use screens only when they have a clear educational purpose and support children's learning and development.

- Ensure all screen use is short, (no more than an hour in a day) purposeful, age-appropriate and always supervised by an adult. Children under the age of two do not have access to screens.

- Prioritise play-based learning, outdoor experiences, physical activity and face-to-face interactions over screen use.

- Never use screens to occupy children, manage behaviour or replace interactions with staff.

- Check that all digital content is suitable for young children before it is used.

- Ensure children do not have unrestricted access to the internet or digital device.

- A screen use checklist will be in place for nursery practitioner support.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026 …….