



# Bolitho Nursery

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## Policy 2.5 Online Safety

## 2.5 Online Safety Policy

EYFS: 3.4-3.7

Bolitho 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"*

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

- Ensuring we have CISCO filter that runs on all devices that access the internet,
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops and any mobile devices,
- Keeping passwords safe and secure,
- Locking away all nursery devices at the end of the day,
- Ensuring no social media or messaging apps are installed on nursery devices,
- Using approved devices to record/photograph in the setting,
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))
- Ensuring children are supervised when using internet devices,
- We abide 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 will be tolerated,
- Children's screen time is only ever supervised not accessed independently 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.

In particular the following is deemed unacceptable behaviour of staff:

- Visiting sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the internet to send offensive or harassing materials to others.
- Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact on staff productivity and the reputation of Bolitho Nursery. Where it is believed that a staff member has failed to comply with this policy they will face Disciplinary Procedure. Please see Disciplinary Procedures.

### Office/Technical Staff:

- Office computers are password protected.
- Access to the network is also password protected.
- Any problems or faults should be reported to Designated Person for Safeguarding and recorded on the Online safety Incident log

### Email

The setting will be providing all staff with access to a professional email account to use for all work relating business, communication with parents and carers is only permitted by the management team. This allows for email content to be monitored and protects staff from risk of allegations, malicious emails or inappropriate contact with children. Staff must not engage in any communication with children who they have a professional responsibility for or their families via their personal email accounts.

### Laptops/iPads/Tablets

Staff use:

- ICT equipment issued to staff is logged in and out.
- Where staff have been issued with a device (e.g. laptop) for work purposes, personal use whilst off site is not permitted unless authorised by the Manager/Deputy Manager.
- Setting issued devices only should be used for this purpose and, if containing sensitive information or photographs of children, should not leave the premises unless passwords have been applied.

### Data storage and security

Sensitive data, photographs and videos of children are not stored on setting devices which leave the premises such as laptops, mobile phones, iPads, USB memory sticks unless encryption software is in place.

This Online safety Policy operates in conjunction with our other policies including the "Safeguarding Children/Child Protection Policy", "Mobile Phone and Electronic Device Use Policy" and the "Social Networking Policy".

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| 24th March 2020            |                                 | March 2021      |
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|                            |                                 |                 |