

## Online Safety

*Providers must take all necessary steps to keep children safe and well.*

*EYFS p16*

### **Our policy for online safety is:**

#### **We believe:**

That children, staff and parents have the ability to use a wide range of products that can connect or be uploaded to the internet. We understand that this can enhance children's learning; however we have a duty to ensure children who attend our setting are kept safe. E Safety covers the use of

- Mobile phones
- Phones and Digital cameras
- Internet
- Camcorders
- Online records and photos

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### **Our procedures for E-Safety are:**

#### **We support this by:**

- Not allowing staff, students, cover staff, to have their phone switched on during their working hours.
- Ensuring all parents/carers/older siblings keep their phones in their bags/pockets while in the nursery.
- The only Cameras of any kind to be used within the nursery setting must be used by members of staff. These will be nursery cameras/ipads only – personal equipment will not be used by staff.
- All electrical devices within nursery will have the appropriate setting restrictions on them to ensure children cannot access inappropriate material.
- Only in exceptional circumstances where parents have given permission will children's photos be put on any nursery social media/publications.
- On admission of children parents are required to sign permission for the use of photos and videos to observe and track children's progress.
- As a nursery, we use an online learning journal called tapestry, parents are required to give permission for the use of this on admission.
- Passwords and access to tapestry is controlled and set by the nursery manager only.
- Staff are restricted to using tapestry on the ipads and computers at nursery and passwords/pins are controlled by the nursery manager.

(Any miss use of this by staff will result in disciplinary procedures.)

- Children using the internet will be supervised throughout and their work monitored.
- Only packages appropriate for children will be used. (Age restrictions applied).
- Children will not have any access to social networking sites.
- School children bringing electrical consoles/devices will not be allowed internet access. The use of games on consoles/devices will be strictly monitored and time restrictions put into place.
- Regular online safety activities will be planned with all children to help keep them safe online.
- We will offer guidance and support for parents regarding online safety through things like parent e-safety sessions and newsletters.
- Any signs of changes to behavior or emotional wellbeing or any disclosure made around online safety will be followed up in line with our safeguarding policy.