



Online Safety Policy

Our preschool 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 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 Coordinator is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to Kate Watkins-Freeman.

Within the preschool we aim to keep children, staff and parents 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, tablets and any mobile devices
- Keeping passwords safe and secure, not sharing or writing these down. These will be changed at least every term to keep the devices secure
- Ensure management monitor all internet activities in the setting
- Locking away all preschool devices at the end of the day
- Ensuring no social media or messaging apps are installed on preschool 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 preschool devices only 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
- Teaching children how to stay safe online and report any concerns they have
- Using tracking software to monitor suitability of internet usage (for older children)
- Not permitting staff or visitors access to the preschool Wi-Fi
- Integrating online safety into preschool daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- 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'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- Provide training for staff who need this to keep children safe online. We encourage staff and families to complete a online safety briefing which can be found at <https://moodle.ndna.org.uk>

- 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 monitored 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 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 Preschool's Safeguarding procedures
- Parents are supported to develop their knowledge of online safety issues concerning their children via **[insert examples from own preschool]**
- 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.
- Staff have access to information and guidance for supporting online safety, both personally and professionally
- 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

COVID-19

We will continue to follow our online safety policy.

Where we are still using online platforms, such as Zoom, to engage with children, staff and parents, we will ensure that we have permission to contact them through this way detailing how it is used, for example if recorded, as required.

We will also ensure that we set up a secure log-in using a standard username and password or SAML single sign-on, with secured schedule meetings, that require a password.

We will continue to share information with parents about online safety and direct them to resources at <https://hwb.gov.wales/zones/online-safety> and https://www.ndna.org.uk/NDNA/Community/myNDNA/Activities/Click_and_play_safe.aspx

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

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