



Online Safety Policy

Approved by:	Governing Body	Date: 1 st June 2026
Last reviewed on:		
Next review due by:	September 2026	

Online Safety

Online safety is often defined as the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (e.g. text messages, Phones, iPads, gaming devices, email, Family).

This policy aims to safeguard children by promoting appropriate and acceptable use of information and communication technology (ICT). It applies to all individuals who have access to or will be users of work-related ICT systems

Roles & Responsibilities

The headteacher has overall responsibility for ensuring online safety and this becomes part of everyday safeguarding practice. This will include ensuring:

- Early years practitioners receive appropriate training and guidance to implement online safety effectively.
- Clear rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who come into contact with the setting. These policies and procedures include the personal use of work-related resources.
- An acceptable use procedure is to be implemented, monitored and reviewed regularly and all updates shared at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations of misuse or known incidents are to be dealt with appropriately and promptly, in line with agreed procedures.
- Effective online safeguarding support systems are to be put into place, e.g. filtering controls, secure networks and virus protection.

The Harrington Hill Day Care Nursery Designated Safeguarding Lead is Majlinda Duraku

Their responsibilities include ensuring that:

- All agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users.
- The importance of online safety concerning safeguarding is understood by all ICT users.
- The training, learning and development requirements of all early years' practitioners and their managers are monitored and additional training needs are identified and provided for.
- The appropriate level of authorisation is given to ICT users, depending on their work role and position.
- Any concerns and incidents are reported in line with the agreed procedure.
- A safe ICT environment is maintained.

Early years practitioners and their managers will ensure:

- The reporting of concerns in relation to alleged misuse or incidents, subject to agreed procedures.
- ICT equipment is checked before use and all relevant security systems are judged to be operational.
- Awareness will be raised of any new or potential issues, and any risks that could be encountered as a result.
- Children are supported and protected in their use of online technologies-enabling them to use ICT in a safe manner.
- Online safety information is presented to the children in a way that is appropriate to their age and stage of development.
- All relevant policies and procedures are adhered to at all times and training undertaken as and when it is required.

Children will be encouraged to:

- Be active, independent and responsible learners.
- Abide by the acceptable use agreement as approved by early years practitioners, their managers and parents.

Parents

Parents must sign the acceptable use agreement alongside or on behalf of their children and share responsibility for their actions and behaviours. This ensures that a consistent message is being communicated to all. A copy of this agreement is to be provided to parents on admission to Harrington Hill Day Care Nursery. Records of all signed agreements are to be kept on file.

Acceptable use by early years practitioners and their managers

Early years practitioners and their managers must be enabled to use work-based online technologies including Family. This is accessed via school owned iPads. Staff are able to:

- Upload children's observations, activities and information to parents.
- Use online technologies for research and work-related information purposes only.
- Access age-appropriate resources for children.

All early years practitioners and their managers will be subject to authorised use as agreed by the Designated Safeguarding Lead. Authorised users will have their password and should not generally disclose this to others unless required to do so by law, or at the direction of the Senior Designated Safeguarding Lead. All computers and related equipment are to be locked when unattended to prevent unauthorised access. All early years practitioners and their managers are to be provided with a copy of the Acceptable Use Policy and a copy of the Acceptable Use Agreement, which they must sign, date and return. A signed copy is to be kept on file. The use of personal technologies will not be permitted.

In the event of misuse

Should it be alleged that an early years practitioner/manager has misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the Designated Safeguarding Lead immediately. If the allegation relates to the behavior of the Designated Safeguarding Lead, this must be reported to the Headteacher/registered lead.

Procedures are to be followed as appropriate, in line with the ICT Misuse Procedure, Safeguarding and Child Protection Policy and/or Disciplinary Procedures. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and the Police will be notified as applicable.

If a child should accidentally access inappropriate material, it must be reported immediately. Swift action is to be taken to hide/minimise any displayed materials. The device will not be switched off nor the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further access.

The '**Hector's World Safety Button**' is to be available to children who have online access. At the push of a button, the child's view of the screen can be obscured, this will immediately alert an adult who can take the appropriate action

Acceptable use by Parents

Working in partnership with parents is essential practice for promoting an agreed and consistent message which will define acceptable and unacceptable behaviours. Parents will be asked to sign the acceptable use agreement on behalf of their child to promote this shared message.

Parents will be encouraged to contribute to the acceptable use agreement (parents forum) and will be advised to use it should their child access similar technologies at home.

Acceptable use by visitors, contractors and others

All individuals who affect or come into contact with the setting are expected to behave respectfully and appropriately. No such individual will be permitted to have unsupervised contact with children nor access the day care iPads or their own electronic devices. Guidelines concerning the use of technology must be adhered to. The right to ask any individual to leave at any time is reserved.