



Online Safety Policy

Aim

We aim to ensure that adults work safely and responsibly and help them to monitor their standards and practice. We aim to minimise the risk of misplaced or malicious allegations being made against the staff and other adults within our setting. We comply with the law on discrimination, data protection and the health and safety of employees. We aim to project a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary action will be taken.

Methods

In order to achieve this aim, we operate the following online policy.

- The presence of the online policy is included within staff and voluntary staff inductions. The policy is available for all parents and carers at request and via the website and in the Policy folder in the nursery.
- All mobile phones will be placed within a box in the kitchen and staff may only access these during their breaks, the phones must not be taken into any of the children's rooms with them.
- Parents are notified at induction that the grounds of Buckles and Bows is a mobile phone free zone. Signs are displayed at the entrance and in the lobby to remind the parents of this fact.
- Staff will need to ensure that the Manager has up to date contact information and that staff make their families aware of the Nursery telephone number. This is the responsibility of the individual staff member.
- The tablets belonging to the setting must be kept on the premises at all times and stored securely overnight. Any photographs used for advertising purposes will only be done so with the written agreement of the parents or carers of the children concerned.

- Under the GDPR (2018) the pre-school must seek parental consent to take photographs. Photographs may be taken during indoor and outdoor play and displayed within the pre-school or a child's learning journey for parents/carers to look through. Often photographs may contain other children in the background.
- Photographs will only be taken of the children during normal pre-school activities. Tablets will never be taken into the toilet/changing area.
- Events such as Christmas and Fundraising events may be recorded by video and photographs by staff and parent/carers but will always be in full view of all attending. If parent/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Manager of this. Videos of such events must not be shared on social media by staff/ parents/carers.
- All children will be constantly supervised whilst using the computers within the setting.
- Staff are aware that they are not allowed to use any of the settings IT equipment for anything other than work purposes, any accessing of inappropriate material will result in a disciplinary procedure.
- Buckles and Bows Pre-School respects employees rights to a private life. However, staff need to be aware that online relationships should not be fostered between themselves and parents or carers of the children.
- Staff need to monitor very carefully what information they put onto social media and social networking sites – they must ensure that they must not compromise their professional integrity or bring the setting into disrepute.
- On our nursery facebook page and website we only use appropriate images. The page is a closed group and can only be accessed from current parents following a request to the admin.
- Staff need to be aware that the confidentiality required within the setting extends to outside of the setting and also to all social media.
- We are committed to ensuring that all our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Cyberbullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video

clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent are also unacceptable.

- Any e-safety concerns can be reported to, or discussed with, Lisa Fuller (Manager) or Leanne Rogers (DSL)

Where any indecent images of children or other unsuitable material are found these will immediately be reported, we will make no attempt to investigate or evaluate the material as this may lead to evidence being contaminated which may in turn lead to criminal prosecution.

If you require further support contact:

[Childnet - Childnet](#)

If the setting requires further support can also contact:

[Professionals Online Safety Helpline | Safer Internet Centre](#)

Criminal Online Content will be reported to:

Internet Watch Foundation www.iwf.org.uk or to CEOP www.ceop.police.uk/report-abuse. Reports are confidential and can be submitted anonymously.