

## **Online safety (inc. all electronic devices with internet capacity)**

### **Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

Our designated person responsible for co-ordinating action taken to protect children is Cheryl Leeks

### **Information Communication Technology (ICT) equipment**

- The setting manager ensures that all computers have up to date virus protection installed.
- Only ICT equipment belonging to the setting is used by staff and children.
- Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys.
- Tablets remain on the premises and are stored securely at all times when not in use.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

### **Internet access**

- Children do not normally have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- If a second-hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely, if applicable.
- Staff do not access personal or work email whilst supervising children.

### **Personal mobile phones – staff and visitors (includes internet enabled devices)**

- Staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls.
- Parents/carers and visitors do not use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a policy that requires

contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone.

### **Cameras and videos**

- Staff and volunteers must not bring their personal cameras or video recording equipment into the setting. Staff mobile phones must not be used to take photographs or recordings of children.
- Photographs and recordings of children are only taken for valid reasons, using the setting's equipment e.g., to record learning and development, or for displays within the setting, with written permission received by parents/carers (see the Admission form). Such use is monitored by the manager.
- Parents/carers/visitors may only take photographs or video recording with prior permission.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is gained from all parents/carers for their children to be included. Parents/carers are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

### **Cyber Bullying**

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents/carers and refer them to help, such as: NSPCC Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

### **Use of social media**

Staff are expected to:

- Understand how to manage their security settings to ensure that their information is only available to people they choose to share information with.
- Ensure that the organisation is not negatively affected by their actions and do not name the setting.
- Be aware that comments or photographs online may be accessible to anyone and use their judgement before posting.
- Be aware that images may be accessed by others and a permanent record made.
- Observe confidentiality and refrain from discussing any issues relating to work on social media or other public forums, except where this is done for work purposes (e.g. to share information with other early years' providers on closed social media groups).
- Not share information they would not want children, parents/carers or colleagues to view.
- Not accept service users/children/parents/carers as friends, as it is a breach of professional conduct. There may be occasions when the educator and family are friendly

prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed.

- Report any concerns or breaches to the designated safeguarding lead in their setting.

### **Use and/or distribution of inappropriate images**

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague or other person is behaving inappropriately, staff advise the designated safeguarding lead who follows the Safeguarding policy.

### **Electronic learning journals for recording children's progress**

- Staff must adhere to all relevant Family guidance at all times.

### **Further guidance**

- NSPCC *Keeping Children Safe Online*: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

This policy was adopted at a meeting of Woodland Corner

Held on (date) 12<sup>th</sup> November 2025

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

November 2026