

Online Safety Procedure

This procedure has been created for Braunston Preschool, a CIO to ensure the safety of children and staff when using the Internet and being online.

The DSL must ensure that all devices have appropriate firewalls and antivirus software installed. Staff must check these are running before going online.

Staff devices must be password protected to ensure the children cannot access them.

Staff devices must be kept in a safe place, out of reach of children. These must be locked in a cupboard at the end of each day.

If devices have confidential information, further safety precautions may be taken to ensure they cannot get lost or stolen.

All devices accessible by the children must have parental control installed on them.

If links are received via e-mail, these must not be clipped. The e-mail must be deleted straight away.

Only setting devices must be used to take photos of children (Please see Mobile Phone Policy For more information).

Parents must give permission before any photos or videos of their child Upload it to social media (Please see Social Media Policy For more information).

Internet usage throughout the setting will be monitored to ensure that it is being used appropriately.

All information that is stored on devices will follow GDPR to ensure it is secure and protected.

The children will be taught how to stay safe on the Internet and they will be told to report any concerns that they have to a grown up.

The devices in this setting should never be used for personal use.

Staff will demonstrate to the children how to use technology safely, and we will discuss with the children what to do in certain scenarios.

All staff will receive Internet safety training to ensure that they can keep the children and the company safe.

All communication with parents or external Organisations must be done by the correct forms of communication and must be done in a professional manner.

All applications that are put on the device must be reviewed and run through by the manager before being installed.

In the event that a member of staff has any concerns about online safety, then they will report all of these concerns to the DSL.

The DSL will then make sure that:

- All staff are trained and are aware of when they need to report a concern.
- Any concerns that are made will be recorded alongside any actions that were taken. These can then be reviewed and used to make improvements to this policy.
- Staff will always have access to training and information about staying safe online.
- Families and carers will be offered support on how to ensure that their child are safe when they are online.
- This policy is regularly reviewed to ensure that he is up to date and the Preschool is always evaluating to see what could be done better.
- Under no circumstances should any information or picture of the child be distributed or taken from the preschool devices.

