



Whitecross Nursery School

Online Safety Policy

Reviewed by	Claire FitzPatrick, Kate Parker
Date of review	March 2023
Date of next review	March 2024
Ratified by the Governing Body	29 March 2023

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it. Any changes will be communicated to all stakeholders.

Introduction

The policy has been discussed with staff, agreed by the Senior Leadership Team and approved by Governors. It will be reviewed annually. It has been developed with reference to local authority advice and takes into account DfE statutory guidance documents '[Keeping Children Safe in Education](#)' , [Early Years and Foundation Stage](#) and '[Working Together to Safeguard Children.](#)'

Whitecross Nursery School is committed to teaching children to be safe internet users and to support parents and carers with this very important skill at home too. Online safety is an essential part of safeguarding and Whitecross Nursery School acknowledges our duty to ensure that all children and staff are protected from potential harm online.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Voyeurism (Offences) Act 2019
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2021) 'Harmful online challenges and online hoaxes'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2023) 'Teaching online safety in school'
- DfE (2022) 'Searching, screening and confiscation'
- Department for Digital, Culture, Media and Sport and UK Council for Internet Safety (2020) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'
- UK Council for Child Internet Safety (2020) 'Education for a Connected World – 2020 edition'
- National Cyber Security Centre (2018) 'Small Business Guide: Cyber Security'

Policy scope

We understand that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.

Whitecross Nursery School recognises that the issues and risks associated with online safety can be broadly categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.
- Commercialism: young people can be unaware of hidden costs and advertising in apps, games and websites'.

This online safety policy has been drafted to address each of these areas of risk and to protect all parties: children, staff and our school community, and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

This online safety policy applies to all access to the internet and use of technology, including personal devices, or where children, staff or other individuals have been provided with setting issued devices for use off-site, such as a work laptops, tablets or mobile phones. It applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy) as well as learners, parents and carers. Safeguarding is everyone's priority.

The purpose of the online safety policy is to:

- Safeguard and protect all members of the school community online.
- Enable all staff to work safely and responsibly
- Teach children to be safe internet users
- Enable children, at a level appropriate to their age and ability, to share online concerns
- Support parents and carers to teach online safety at home too
- To manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns.

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools
- Policies and procedures, with clear roles and responsibilities
- Online safety teaching which is embedded within the school curriculum

Roles and Responsibilities

The Head Teacher, with the support of Governors and the ICT Coordinator aims to embed online safe practices into the culture of the school.

Online Safety Coordinator

Our School Online Safety Coordinator is the Headteacher. They are responsible for keeping up to date on all online safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body oversee all school policies including the Online Safety Policy and Acceptable Use of IT for Staff Policy in line with the guidance issued by the DfE.

Children

Children are appropriately supervised whenever they are using devices in school.

Children are taught how to help keep themselves and others safe in school.

Parents/Carers

Prior to children starting at Whitecross Nursery School, parents/carers are asked to complete the school consent form regarding whether images of their children can be used on the school website or any other platforms that may be appropriate.

Parents/carers are also fully informed and trained on the use of our online digital learning journal system, Tapestry. This is a totally confidential system which forms a bridge between home and school for every individual child. The school is fully GDPR compliant.

Whitecross Nursery School provides guidance and signposts parents to relevant information regarding online safety for their children.

Managing online safety

All staff will be aware that technology is a significant component in many safeguarding and wellbeing issues affecting young people, particularly owing to the rise of social media and the increased prevalence of children using the internet.

The DSL has overall responsibility for the school's approach to online safety, with support from deputies and the headteacher where appropriate, and will ensure that there are strong processes in place to handle any concerns about pupils' safety online. The DSL should liaise with the police or children's social care services for support responding to harmful online sexual behaviour.

The importance of online safety is integrated across all school operations in the following ways:

- Staff and governors receive regular training
- Staff receive regular email updates regarding online safety information and any changes to online safety guidance or legislation
- Online safety is integrated into learning throughout the curriculum

Data Protection and Copyright

The school has data protection policy in place – please see separate policy for more details.

Staff and volunteers are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Online safety training for staff

The DSL ensures that all safeguarding training given to staff includes elements of online safety, including how the internet can facilitate abuse and exploitation. All staff will be made aware that pupils are at risk of abuse, by their peers and by adults, online as well as in person, and that, often, abuse will take place concurrently via online channels and in daily life.

Use of the Internet at School

Classroom Use

Whitecross Nursery School uses a wide range of technology. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Learning platform
- Games-based technologies
- Digital media devices

All devices owned by the school will be used in accordance with our Acceptable Use of IT Policy and with appropriate safety and security measures in place.

Members of staff will evaluate websites, tools and apps fully before use in the classroom or recommending for use at home. IT technical staff will support evaluation and the training and processes necessary to ensure that learning resources are appropriate for use.

Whitecross Nursery School will use age appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.

We will ensure that the use of internet-derived materials, by staff and learners complies with copyright law and acknowledge the source of information.

Use of the Internet by children and using the internet for learning

Children are appropriately supervised whenever they are using internet enabled technology.

Apps, websites and tools are checked prior to being used with children; this includes checking the results of searches

Safe practice is modelled when using technology with children

Suitable material

We encourage children to see the Internet as a valuable resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, we provide families with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to families or using them in teaching.

Non-education materials

We believe it is better to support children in finding their way around the Internet with guidance and positive role modeling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage families to visit appropriate child-oriented activity sites that have interesting and relevant activities, games and information.

Chat, discussion and social networking sites

We support families to understand the importance of filtering systems at home in order to help keep everybody safe when online.

All commercial Instant Messaging and Social Networking sites accessed using the school internet are filtered as part of the local authority internet policy.

Internet-enabled mobile phones and handheld devices

It is important that, whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted online.

Staff are informed of the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply. (See Staff Code of Conduct and Acceptable Use of IT Agreement)

Parents/carers/visitors are not allowed to use personal mobile phones or other similar devices in school.

Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on families. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. We encourage families to discuss any concerns or worries they have about online bullying and harassment with staff, and we have a range of materials available to support families, including offering support with safe internet usage.

Any issues related to child protection are dealt with in accordance with school child protection & safeguarding procedures.

Contact details and privacy

Children's personal details, identifying information or other sensitive details will never be used for any public Internet-based activity.

School Website

Any work that is published on the school website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

How will complaints regarding online safety be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

Our online safety coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

Technical and hardware guidance

School Internet provision - The school uses the standard LA Internet Service Provider, which is KCOM & CAPITA which provides an uncontended broadband connection of 10 MB. The school IT Technician visits school on a fortnightly basis and is always contactable in case of emergency.

Content filter - Our Internet Provider uses a sophisticated content filter to ensure that only appropriate content from the Internet finds its way into school.

Downloading files and applications - All staff know to remain vigilant when downloading applications onto technical devices and know to immediately inform the IT Coordinator or Headteacher if any material appears unsuitable for school use.

Portable storage media - Staff are not allowed to use their own portable media storage (USB sticks etc).

Security and virus protection - The school subscribes to Antivirus software. The software is monitored and updated regularly by the school technical support staff

Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the School Business Manager.