Online Safety Policy

Adopted by Governors November 2022

For review November 2024

Links to other policies
Safeguarding
Acceptable use Policy

Statement of Intent
We use E-Safety, and related terms such as 'online', 'communication technologies', and 'digital technologies' to refer to all fixed and mobile technologies that children may encounter, now and in the future, which might pose e-safety risks'. E-Safety is one aspect of an ever-widening safeguarding agenda. The development of effective policies and practices in this area should be embedded within the safeguarding agenda with the purpose of helping to protect children and staff from E-Safety risks, and promote safe and responsible use of technology wherever it occurs.

In order to fully meet the requirements of EYFS, schools and regulated childcare settings use a variety of technologies to support children's learning and development as they negotiate the vast array of electronic and digital equipment that shape their environment. However, beyond their immediate learning, their environment is also shaped by use of controlled security systems – fob, finger pad, electronic or video camera security, computers – for use by both staff and children, laptops – used for storing images and details of observations used in planning and assessments, pen drives, digital cameras and mobile phones. Staff also manage a range of sensitive data including child and family information, names, addresses and other personal information related to health and welfare.

Given the wide range of benefits technologies can offer, there is a need to ensure that any potential risks related to new technologies have been identified and that steps have been taken to minimise such risks by ensuring that relevant safeguards are in place. Trying to keep with the pace and development of 'emerging' devices will be a constant challenge and the resulting influence these devices have within our social and professional communities.

The Internet, whether accessed from a computer, mobile phone or other device, has become embedded within modern family life. It is used to buy and sell goods, online banking, finding information and socialising. It can also have a darker side with cybercrime, inappropriate material and illegal activity taking place online affecting both adults and children. E-Safety is concerned with the safeguarding of children and

young people in the "digital" world and ensuring they feel safe when accessing new technology. It is also concerned with ensuring that the adults working to support and care for our children and young people are supported and able to follow established codes of conduct outlining clear professional boundaries. This includes the use of mobile phones and cameras within Truro Nursery School.

Aim
It is the aim of Truro Nursery School to make sure everyone who uses or comes into direct contact with technologies can do so responsibly and safely and are not exposed unknowingly to any risks on or off line. We endeavour to make sure that all adults have the correct training about the importance of good e-safety practice in the school and that all children are protected and educated in their use and their risks of on and offline technologies like the internet, and social communication. We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education.

Methods
Truro Nursery has an E –Safety Co-ordinator, Mrs. Helen Adams who has attended training on e-Safety. She is responsible for keeping up to date on all e-Safety issues and ensuring that staff are updated as necessary.

School Staff
All staff are responsible for promoting and supporting safe behaviours at Truro Nursery School and for following school E-Safety procedures. Staff will ensure they are familiar with the school E-Safety policy, and ask for clarification where needed. They will sign the Staff Acceptable Internet Use agreement. Class teachers will ensure that pupils are aware of the e-Safety rules.

Parents/Carers
They are signposted to the school's website for information about the school's e-safety policy. Advice and links are available about e-safety and how they can help at home. Parents and carers are expected to use the guidance available to keep their child safe when accessing any digital devices in and around the home.

The Internet
Children and adults use the internet as part of the statutory curriculum and it has become a necessary tool for business. The internet is part of everyday life at home, along with social communication. Truro Nursery School has a duty to provide children with quality internet access as part of their learning experience. The internet is a way of providing access to learning wherever and whenever convenient. The school's internet is designed to enhance and extend education. Parents/carers are informed that children will be provided with supervised appropriate internet access according to their age and ability.
All staff are taught about acceptable internet use and are given clear objectives for internet use. Truro Nursery School will ensure that the copying and subsequent use of internet – derived materials by staff and children complies with copyright law. Staff members' help children access the internet and are monitoring what children access while researching. Staff will guide children to online activities that will support their learning outcomes according to their age and ability. Children will use age-appropriate tools to research internet content. Internet use is part of the statutory curriculum and is a necessary tool for learning. Children are always actively supervised by an adult when using the Internet, and computers/tablets with Internet access are carefully located so that screens can be seen and monitored by staff.

Truro Nursery School take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a nursery computer. Truro Nursery School will not accept liability for the material accessed, or any consequences resulting from internet use.
Truro Nursery School will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Devon and Cornwall police. Any incidents/concerns will be reported to the Designated Safeguarding Lead, which will then be escalated appropriately. Parents/carers will be informed

of any incidents/concerns as and when required. After any investigations are completed, Truro Nursery School will discuss and identifies any lessons learnt and implements any changes required. Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguarding Team or e-Safety Officer and escalate the concerns to the Devon and Cornwall police. Complaints about internet misuse will be dealt with under Truro Nursery School's complaints procedure. Any complaint about staff misuse will be referred to the Head teacher. All e-Safety complaints and incidents will be recorded by the school including any actions taken.

Managing Information Systems

The Nursery server operating system is secure and kept up to date. Virus protection is current and renewed on a regular basis. All devices are password protected. Passwords are changed on a regular basis. Portable devices are not allowed to be used unless it is property of the Nursery School and then only used in a professional capacity. Occasional authorized use of portable devises by other professionals working in the nursery may be permitted.

Managing Emails

Emails are an essential means of communication for Truro Nursery School. We use emails to send newsletters and correspondence about sessions or events. We always ask for parents' permission to use personal email addresses and hold personal information on the main computer for office use only. Staff members do not use personal email addresses to communicate with parents/carers or other professionals for any school business. Truro Nursery School staff have a work email that is used for this type of communication. This is important for confidentiality and security and also to safeguard members of staff from allegations.

Staff must immediately tell a designated member of staff if they receive offensive email. Staff must not reveal personal details of themselves or others in email communication. Truro Nursery School staff are not permitted to use their personal email accounts during working hours or for professional purposes.

Published Content on Website

Truro Nursery School has a website that is used to give information to all interested parties. Publication of any information online is always considered from a personal and nursery security viewpoint. The contact details on the school website are the Truro Nursery School address, email and telephone number. Images of children used on the website are only published with parental written permission. Images that include pupils will be selected carefully and pupils' full names will not be used anywhere on the website. The use of photography is outlined in the nursery policies.

Social Networking

All staff are made aware of the potential risks of using social networking sites either personally or professionally. They are made aware of the importance of considering material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status. Information about social networking is including in our policies and procedures. Truro Nursery School does use a Facebook and You tube page for advertising and reminding parents of events at the school. Any comments made by members will be read by the administrator (a notification email will be sent to the school's email to highlight this) and if they are not appropriate will be removed and the member responsible deleted from the page. Images that include pupils will be selected carefully and pupils' names will not be used anywhere on these pages. Personal use of social networking will be discussed as part of staff induction.

Filtering

The school's broadband access includes a filtering system which is age appropriate. Content is reported back to the IT Company. Any inappropriate sites found will be reported to appropriate agencies like Devon and Cornwall police or Child Exploitation and Online Protection (CEOP).

Management of Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in Truro Nursery School is allowed.

Protection of Personal Data

The Data Protection Act 2018 and General Protection Data Regulation (GDPR) gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information. At Truro Nursery School all personal data is recorded, processed, transferred and made available according to the Data Protection Act 2018.

Cyberbullying

Cyberbullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone." It is essential that Truro Nursery School staff, parents and carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety. Cyberbullying of any member of staff will not be tolerated. All incidents of cyberbullying reported to Truro Nursery School will be recorded.

Mobile Phones and Personal Devices

Mobile phones and other personal devises such as game consoles and tablets are considered an everyday item in today's society. Many children in Early Years settings may own personal devices to get online regularly. The use of mobile phones and other personal devices by staff in the school is covered in our Acceptable Use Policy

Rules for e-Safety

- All staff members will be informed that internet use will be monitored. E-Safety training will be given to all staff members.
- All staff members will be asked to read the e-Safety policy and discuss any rules that need to be explained.
- All staff will read and sign the Acceptable Use Policy.
- All staff members will be made aware that internet traffic can be monitored and traced to the individual user.
- Truro Nursery School will highlight useful online tools which staff should use with children in the school. These tools will vary according to the age and ability of the children.
- Parents/carers attention will be drawn to the school's e-Safety policy in newsletters, and Truro Nursery School website.