**A picture containing text

Description automatically generatedTrinity Tots Nursery**

**Online Safety Policy**

HSCS: 3.20, 3.21, 3.22, 3.23, 3.24, 3.25

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Following Covid-19 where we are still using online platforms, such as Zoom, to engage with children, staff and parents, we will ensure that we have permission to contact them through this way detailing how it is used, for example if recorded, as required.

We will continue to share information with parents about online safety and direct them to resources recommended by the government.

Within the nursery we aim to keep children, staff and parents safe online. Our safety measures include:

Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly

Ensuring content blockers and filters are on all our devices, e.g. computers, laptops, tablets, and any mobile devices

Ensuring all devices are password protected. Passwords should be kept safe and secure, changed regularly and are not written down

Monitoring all internet usage across the setting

Providing secure storage of all nursery devices at the end of each day

Keeping passwords safe and secure, not sharing or writing these down. These will be changed at least every 4 months to keep the devices secure

Ensure management monitor all internet activities in the setting

Locking away all nursery devices at the end of the day

Reviewing all apps or games downloaded onto devices ensuring they are age and content appropriate

Ensuring no social media or messaging apps are installed on nursery devices

Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff

Using only nursery approved devices to record/photograph in the setting

Never emailing personal or financial information

Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))

Teaching children how to stay safe online and report any concerns they have

Ensuring children are supervised when using internet connected devices

Ensuring children are supervised when using internet devices

Using tracking software to monitor suitability of internet usage (for older children)

Not permitting staff or visitors access to the nursery Wi-Fi

Integrating online safety into nursery daily practice by discussing computer usage ‘rules’ deciding together what is safe and what is not safe to do online

Talking to children about ‘stranger danger’ and deciding who is a stranger and who is not, comparing people in real life situations to online ‘friends’

When using Skype and FaceTime discussing with the children what they would do if someone they did not know tried to contact them

Ensuring all staff abide by an acceptable use policy; instructing staff to use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated (see acceptable IT use policy)

Provide training for staff who need this to keep children safe online. We encourage staff and families to complete an online safety briefing which can be found at https://moodle.ndna.org.uk

We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated

Children’s screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.