Electronic and Online Safety

Raised In recognises that the internet is inherent to people's lives. Not only is it important for sharing information but also a learning tool for the nursery team and the children. However, we are also aware that this comes with its risks and dangers.

Keeping Children Safe in Education categorises online safety into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users; and
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm.

At Raised In, within each nursery setting, we aim to keep children, team members and parents/carers safe online at all times.

Our safety measures include:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly.
- Ensure 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 will be kept safe and secure, changed regularly where appropriate and are not written down
- Monitoring all internet usage across the setting where possible.
- Providing secure storage of all nursery devices at the end of each day.
- Monitor all apps or games downloaded onto devices ensuring they are age and content appropriate.
- Using only nursery devices to record/photograph children in the setting.
- Reporting emails with inappropriate content to the Internet Watch Foundation (IWF 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 all team members abide by an Acceptable IT Use Policy; instructing the team to use Raised In IT equipment for matters relating to the children and their education and care. No personal use will be tolerated (see our Acceptable IT Use Policy).
- 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.
- The nursery is aware of the need to manage our digital reputation, including the appropriateness of information and content that we post online, both professionally and personally. This is continually monitored by the setting's management.
- All electronic communications between the Raised In, the nursery team and parents/carers should be professional and take place via the official nursery communication channels, e.g. the setting's email addresses and telephone numbers and the ey-Man parent app. This is to protect the team, children and parents/carers.

The Nursery Managers and Deputy Managers are responsible for onsite E-Safety. The Raised In E-Safety officer is Nicola Brimble, Head of Nursery.

The Designated Safeguarding Lead (DSL) in each setting will make sure that:

- All team members know how to report a problem and when to escalate a concern, including the process for external referral.
- All concerns are logged, assessed and actioned in accordance with the nursery's safeguarding procedures.
- Parents/carers are offered support to help them talk about online safety with their children using appropriate resources.
- Parents/carers are signposted to appropriate sources of support regarding online safety at home and are fully supported in understanding how to report an online safety concern.
- Raised In team members have access to information and guidance for supporting online safety, both personally and professionally.
- Under no circumstances should any member of the team, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example, child sexual abuse material.

How we use the Internet and electronic devices to enhance learning

At Raised In, children only have access to the internet as an adult-led activity, for example, to find out more information about a topic. The adult will guide the children and support them with learning outcomes for their stage of development. The adult will be vigilant to ensure that they access only age-appropriate information.

Filters are applied to the electronic devices within the nursery where possible; all devices within the nursery will also be checked regularly. Children's devices in the nursery will have parental controls as well as internet security and virus protection. This will prevent children from accessing sites with unsuitable content when using the electrical device. Anything that appears unsuitable or offensive will be brought to the Nursery Manager's attention which will then trigger appropriate action and filters will be reviewed.

Mobile phones and cameras

The use of personal mobile phones and cameras within Raised In nurseries is prohibited. Team members working directly with the children **must not** have their personal phones on their person – personal phones **must** be stored in the staff room. Mobile phones may be used outside nursery hours 8 am-6 pm and when the nursery is closed. Team members can use their mobile phones during their breaks, but they must use them in the designated staff areas. Management or Educators may use their personal mobile phones on outings for **emergency communication purposes only** and **must never** be used to take photos. Nursery mobile phones may be used within the setting during nursery hours, the camera can be used for social media photographs only.

Raised In nursery settings have iPads/tablets to be used for assessment purposes, where the camera and video will be used. These are monitored regularly, and filters are in place. Parental permission will be gained for photographs, including sharing and displaying these in any format.

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Nursery team use of nursery electronic devices

- Team members will ensure that the nursery electronic devices are used appropriately.
- Illegal or inappropriate materials **must not** be uploaded, downloaded or accessed.
- All communication will be appropriate and written professionally.
- Devices used on the nursery floor should remain in the nursery at all times.
- Team members will not use personal memory devices in the nursery electrical devices.

Social media and our website

Photos used on our social media and website are selected carefully and will not allow individual children to be clearly identified if permission is not given. Children's names will not be used anywhere. Children's parents/carers will give signed permission (usually via the ey-Man parent app or via email) if they will allow their child to appear on our social media or website. If a parent has not permitted us, then their child will not appear on our website or social media. This permission is gained as part of their induction into the nursery and parents/carers can change their consent at any time. At Raised In we consciously try to ensure that children's faces are not directly looking at the camera where appropriate, for example we only capture sides of faces, backs of head, hands and feet where possible.

Social Media Policy

- Team members are not permitted to link up, connect with or 'friend' any parents/carers currently accessing the nursery.
- Parents/carers are not permitted to link up, connect with or 'friend' our Raised in team members. If friend requests from parents/carers are received by members of the Raised In team it will be explained to parents/carers that this is not permitted for safeguarding reasons.
- Raised In team members should be conscious of what content they post online. Everyone in the nursery must be mindful that once content is placed online, even if swiftly removed the information can still be accessible to all.
- Photographs, names of, or comments about children within the setting should never be posted on any social networking site by any Raised In team member.
- Team members must never correspond with the nursery families through social media sites.

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- Electronic devices within the nursery should only be used for nursery-related activities.
- If the nursery team or children discover unsuitable sites on nursery electronic devices, the URL and content must be reported to the Nursery Manager.
- All Raised In team members must be made aware that failure to comply with our social media policy and procedures may result in disciplinary action being taken.

Email

Raised In team members required to use email for work purposes will use company email addresses and never a private/personal email address. When sending out bulk emails to parents/carers, the email addresses of other parents/carers will never be displayed, i.e. every recipient will be blind copied in. Company email addresses must not be used for personal correspondence. No child at a Raised In nursery has access to email.

Handling Complaints

Raised In has a Complaints Procedure available on our website. Any complaints about the inappropriate use of the internet or other technologies can be directed to the nursery management or senior management team of Raised In as per the procedure.

Further information

Internet Matters – Helping parents/ carers keep their children safe online.

Common Sense Media - Reviews information and age ratings on all sorts of media.

Signed: Nicola Brimble, Head of Nursery

Date: 01 December 2023

Review Date: December 2024

This policy links to: Acceptable IT Policy, Complaints Policy, Data Protection & Confidentiality Policy; Parents as Partners Policy, Risk Assessment Policy, and Safeguarding & Child Protection Policy.