

Online Safety Policy

- Our designated person who is in charge of protecting children while using ICT and the internet is the Manager.
- While in the setting all staff and children will use equipment belonging to Harvey Bears.
- The designated person ensures that all equipment is safe and fit for purpose for staff/children to use.
- All equipment has virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.
- Children only have access to the internet while being supervised.
- Parents sign to give children permission to connect to the internet to further their learning and only under supervision.
- The designated person has overall responsibility for ensuring that children are safeguarded and risk assessments in relation to online safety are carried out.
- Children are taught the following stay safe principles in an age appropriate way.
 1. Only go online with a grown up.
 2. Be kind online and do not talk to anyone you don't know.
 3. Only press buttons for things you understand.
 4. Tell a grown up if something makes you feel unhappy on the internet.
- If a second hand computer is donated to Harvey Bears the designated person will ensure it is wiped before use.
- All computers are used in an area visible to all staff.
- Staff report any offending or suspicious material to the designated person
- The designated person ensures staff have access to age appropriate resources to enable them to assist children to access the internet safely
- If a member of staff feels that a child is becoming the victim of cyber bullying etc, they report it to the manager who will inform the parents.
- Staff do not access personal or work related emails or sites while supervising children on ICT equipment, or access personal emails or sites on any equipment owned by Harvey Bears.
- Children do not bring in their own mobile phones or ICT equipment. If this happens it is removed and given to the parent at the end of the day.
- Staff mobile phones are not allowed where children are present. If a personal mobile phone is taken on a trip it must be switched off so no photos can be taken. It can only be used for emergencies.

Staff should only use their mobile phones during a break unless it is in an emergency.
- Parents and visitors are requested not to use personal phones on the premises.
- Parents and visitors are asked not to take photographs or videos within the setting.

- Photographs or videos are only taken for viable reasons and with permission from the manager.
- When parents wish to photograph their child/ren at an event, such as the nativity, they are asked not to include other children without parental permission and not to put pictures on social media.
- Only photographs of children with parental permission are used in marketing or on social media promotions.
- No child used on social media or marketing purposes will be named.
- Permission is sought for the use of a child's picture on the Harvey Bears website.

Staff are aware that this policy must be adhered to and any deviations from it will start disciplinary procedures.

- Staff are told not to have present parents as friends on their personal Facebook account as this may cause a conflict of interest.
- When present in the setting children will be allowed 10 minutes on an ipad. Parents will be informed which children have had their time on the internet. This allows parents to adhere to the Government advice for an hour a day for under 5's.