



Harvey Bears Nursery and Preschool

Online Safety Policy

Date of last review	September 2026
Signature of registered provider	<i>C. Hall</i> Committee Chair

Children are often more adept at using technology than the adults around them, but do not necessarily understand the risks posed by those who they 'meet' online. In many cases parents are not fully aware of the risks and we therefore endeavor to inform and empower parents and carers.

- 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, 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 switched off and are only used during a break where children are present. The only exception is if there is a medical emergency, which has been discussed with the manager before permission is given.
- 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 children 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 uploaded onto the nursery's Family newsfeed or 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 strongly encouraged not to have present parents as friends on their personal Facebook account as this may cause a conflict of interest. They are also to be aware of how their social media posts may reflect on Harvey Bears Nursery and Preschool and themselves, and post accordingly.

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.

This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.