# Harvey Bears Nursery and Preschool
## Online Safety Policy

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| **Date of last review** | September 2026 |
| **Signature of registered provider** | *C. Hall*<br>Committee Chair |

Children are often more confident with technology than the adults around them but may not understand the risks posed by people they encounter online. As parents may also be unaware of these risks, we aim to inform and empower them and other carers.
At Harvey Bears, screen use is limited, carefully planned, and linked to clear learning aims. Through age-appropriate discussions, we teach children about different technologies and how to use them safely.

### *Safeguarding Responsibilities*

- The Designated Safeguarding Lead (DSL) is responsible for safeguarding children when they use ICT and the internet. In the DSL's absence, the manager assumes this responsibility.
- Parents must provide written consent before their child uses Harvey Bears computers or tablets. Children may use age-appropriate apps and learning tools, including those that access the internet, only to support learning rather than for recreation.
- Children must not bring personal mobile phones or other ICT equipment into the setting. Any such device will be removed from child and returned to the parent at the end of the day.
- While on the premises, staff and children must use equipment provided by Harvey Bears.
- The designated person ensures that all equipment is safe, suitable for use by staff and children, and protected by appropriate controls that prevent access to unsuitable material.
- Al equipment are protected by antivirus software.
- Before children use any donated second-hand computer, the designated person will restore it to factory settings and erase all personal information.
- Computers must be clearly visible where staff can clearly supervise them. Any offensive or suspicious material will be reported to the DSL in line with our safeguarding policies.
- Staff who suspect that a child is experiencing cyberbullying must report it to the manager, who will notify the child's parents.
- Parents and visitors must not use personal phones or other devices on the premises.
- The designated person is accountable for safeguarding children and completing online-safety risk assessments.

### *Acceptable Use*

- Children will not have unsupervised internet access. Some age-appropriate learning apps may connect to the internet to support their educational content.
- The designated person ensures that staff have age-appropriate resources to help children use the internet safely.
- A staff member will supervise children whenever they use computers or tablets.
- Apps downloaded to Harvey Bears equipment must be suitable for early-years children and provide educational value.
- Each child's screen time will be limited in line with the latest published guidance. Further information is available at https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/screen-use

### *Risk Management*

- Children are taught these age-appropriate principles for staying safe online.
    - Only go online when a grown-up is supervising.
    - Be kind online, and do not talk to people you do not know.
    - Only select buttons or links you understand.
    - Tell a grown-up if anything online makes you feel unhappy.
- Children will also learn, in an age-appropriate way, about other online risks, including grooming, cyberbullying, identity theft and inappropriate content.

### *Photographs and Social Media*

- Parents and visitors must not take photographs or record videos within the setting.
- Photographs and videos may be taken only for legitimate purposes and with the approval of both the manager and the child's parents.
- At events such as the nativity, parents may photograph their own children but must not include other children without parental consent or share the images on social media.
- Children's photographs may be shared on the nursery's Family newsfeed or used for marketing or social media only when a parent has given specific consent for that purpose.
- Children featured in social media or marketing materials will remain unnamed.
- A child's photograph may appear on the Harvey Bears website only with parental consent.

### *Staff Practices*

- While supervising children using ICT equipment, staff must not access personal or work-related email or websites. Staff must not use Harvey Bears equipment to access personal email or websites.
- Staff must keep mobile phones switched off while working and may use them only during breaks when no children are present. The manager may approve an exception in advance for a medical emergency.
- Staff should avoid connecting with current parents through personal Facebook accounts because this may create a conflict of interest. Any such contact must be disclosed to the manager. Staff should also consider how their social media activity may affect their own reputation and that of Harvey Bears Nursery and Preschool.
- Staff must follow this policy. Breaches may lead to disciplinary action under the Staff Code of Conduct and contractual terms and conditions.

## 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.