

## 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. Staff should only use their mobile phones during a break unless it is in an emergency.
- If staff take a group of children off the premises, then they take a personal mobile phone but only use it in case of 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 strongly encouraged not to have present parents as friends on their personal Facebook account as this may cause a conflict of interest.