

Online Safety Policy

Online safety is important to keep children and adults safe online. It means individuals are protecting themselves and others from online harm and risks which may jeopardise their personal information, lead to unsafe communications or even effect their mental health and wellbeing.

We play an essential part in helping young children learn the foundations of safe online behaviour. The children have time at Tina's Tots to access technology with adult supervision and they may also be using it at home, with their friends or in other public spaces. Role modelling safe use of the internet and keeping oneself safe from harm is part of our everyday practice.

Understanding ourselves and others, respecting ourselves and others and feeling happy and secure within ourselves, our world and with the people around us is taught and developed every day at Tina's Tots, in the hope that children feel secure, have good mental health and are less vulnerable to being the subject of abuse and understand when, where and how to get help and advice. This development also aims for children to be comfortable and confident in themselves without the desire to put others down or subject anyone else to abuse, understanding boundaries and expectations and being a positive member of society/the nursery and beyond.

Our staff build strong bonds with children being trust and providing a sense of fairness, opportunity, and inclusion. This allows children to feel safe in being open and honest with staff, sharing feelings and events in their lives. Staff are open, actively listen, show interest, and actually care about each individual enabling them to identify early signs of abuse or emotional difficulties, whether connected to online activity or not.

This policy provides everyone with the guidance required to ensure a consistent, safe, and positive approach to online safety.

Early years children could be at risk of:

Content (what they see)

- Exposure to inappropriate videos, pictures or messages which might upset, worry, or frighten them.
- Intimidating harmful or inappropriate behaviour they see online.
- Searching for inappropriate content on purpose or stumbling upon it by accident. This would include using voice activated tools to search for content.
- Inadvertently giving app or websites permission to share their location or other personal information.
- Spending real money via in-app or in-game purchases.

Contact (who they may be communicating with)

- Being abused online by people they don't know, such as when gaming or using video chat.
- Being abused online by people they know, such as friends and family members.
- Sending images or information to people on the devices contact list.

Conduct (how they might behave)

- Exhibiting unhealthy behaviours and boundaries around their use of screens.
- Being unkind to each other online as well as offline; this could be using mean words or by excluding others from their games.
- Engaging in unhealthy relationships.
- As part of natural development early years children may find curiosity about their own and others private body parts: if this occurs via technology children may be at risk of taking inappropriate or indecent images and videos of themselves.

Safe and appropriate use of devices

- At Tina's Tots everyone is prohibited from using any personal devices such as mobiles, smart watches etc whilst inside Tina's Tots Ltd apart from in the designated staff room or office.
- Parents, staff and visitors are prohibited from using personal devices to take images of children whilst attending the setting.
- Tina's Tots ask that staff only access tapestry during their working hours or when on the premises.
- The building has 24-hour CCTV, posters are displayed within the building to ensure everyone is aware. Contracts created after 15.01.20 state that cameras are recording within the building and how they are used. A new camera is to be installed to cover the sensory shed on top of the already existing areas. Cameras are in place to protect both children and staff. The cameras are voice recording to assist with any investigations.
- YouTube Kids has been installed and should be used instead of normal YouTube so that clips children have access to are more appropriate.
- Any movie clips etc should be of a U rating. Any PG clips must have parental consent for.
- Devices children have access to are set to parental controls U.
- We teach children the safe and appropriate way to use devices by modelling and demonstrating with play equipment and real-life equipment.
- All devices are password/pin entry access.
- Management only devices have unique pins changed regularly.
- Data kept by Tina's Tots is shared between management devices only.
- We talk about online safety and keeping ourselves safe from harm, stranger danger etc in our small, focused group time and allow the children to express any ideas, thoughts, questions, or issues they may have.
- Electronic devices are not allowed in the bathroom areas.
- Children are taught and supervised when taking images of others and ensuring they understand permission and appropriate boundaries.
- We inform parents how they can protect their children when using devices at home. This is done by informal discussion and by sending out information to parents on things they can put in places to keep their children safe when using devices.

Boundaries and behaviour

Tina's Tots require staff to understand that it is recommended that you do not accept friend requests or communications from learners or their family members (past or present). If there is a pre-existing relationship, this should be discussed with the DSL and/or the manager, who will need to consider how this is managed, provide staff with clear guidance and boundaries and record action taken.

Staff are to understand how their personal posts on social media may make them look, affect their stance for professionalism in the workplace and could affect their position at Tina's Tots. Abusive behaviours will not be tolerated.

All staff have the responsibility to inform the manager of any inappropriate posts made by staff.

Should a parent or carer, or even the child be concerned with contact their child is having with someone online or that they are being abused online, they can contact the child exploitation and online protection team. www.ceop.police.uk/safety-centre/

Search History

Management will check the search history of all Tina's Tots devices on the 1st of every month or the closest date and clear the history. Management will check that the websites used are safe, appropriate, and professional, should we detect any inappropriate searches our safeguarding policy will be adhered to, informing LADO if suspected to be performed by a member of staff and Social services if suspected to be performed by a child (parents would be informed prior to social service contact unless it was deemed that by doing so it put the child at significant risk of harm). Ofsted would be informed, and an investigation

completed. The police would be informed if the activity was illegal. The National Crime agency and Internet Watch Foundation (IWF) would be informed if exposure to self-harm, harassment, eating disorders, child sexual exploitation or abuse content were detected. This is also the case if any of the above were detected on our social media platforms – Facebook and Twitter.

Social media

The following staff have access to post on Tina's Tots social media: Christina, Emma, Kirsty, Katie and Alex. Parental consent is gained via the start-up paperwork to identify children permitted to have their photo posted on social media. Group photos showing children not permitted on social media must have their face covered on the image before posting.

Should any inappropriate content be placed on our platforms via our posts or via comments added, the manager must be made aware immediately and the appropriate actions taken (Any or all of the above may apply – Police, LADO, Ofsted, National Crime Agency, Social Services).

Where to report

- The Nation Crime Agency 03704967622.
- Ofcom have the right to gain access to the property to investigate or interview at any time. Information must be submitted to Ofcom with 2 months of a request.
- The Internet Watch Foundation (IWF) if settings need to report illegal images (child sexual abuse material). 01223 203030
- The Child Exploitation and Online Protection centre (CEOP) if they are worried about online abuse or the way that someone has been communicating online. www.ceop.police.uk/safety-centre/
- The UK Safer Internet Centre Helpline for Professionals or the NSPCC for further information. enquiries@saferinternet.org.uk
- LADO – 0113 3789687
- Social services – 0113 3789685

All information shared will follow data protection law and parental consent will be obtained unless it is deemed by doing so it will put the child at significant risk of harm. High quality information will be provided to safeguard children, pursue offenders, and limit lifelong re-victimisation by preventing the ongoing recirculation of illegal content or activity.

Mobile Phones

Here at Tina's Tots, we provide a safe environment for children to learn and develop. One of the ways we do this is through our mobile phone policy. It is mandatory that we follow this as it safeguards children and staff.

- Mobile phones must not be used in the building apart from in the designated areas, staff room and office.
- Taking pictures of children on any personal devices is prohibited.
- Having pictures of any children attending Tina's Tots on staff personal devices is prohibited.
- Staff must lock their phone in lockers or the office.
- Visitors will be reminded of the mobile phone policy and advised to leave devices in the office.
- Staff should avoid accessing tapestry on personal devices or outside of work hours.
- Staff must not take personal phones/devices on trips or outings. The business phone will be taken for emergency use only. This phone will not have the capacity for internet use or taking images.

Created by: Katie Emery and Kirsty Adams

Date: 3.11.21

Review date: 3.11.22

Updated by: C Smith

Date: 08.03.22



Staying safe online



S- Speak- speak to an adult if you need help with the iPad only go on what you've been shown

A- Ask- ask an adult before going on the iPad



F- Friends- don't speak to anyone you don't know online



E- Enjoy- stay safe when playing but enjoy your games



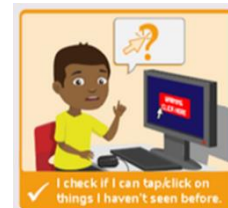
Staying safe online

S- Staying SAFE- don't tell people your name or age when playing on games.



M- Don't Meet Up- don't meet people you don't know or haven't met before.

A- Accepting files- don't open pictures or texts of people you don't know.



R- Reliable- ask adults if it's true.



T- Tell someone- tell an adult if you are unsure of things



YouTube we can use



Netflix you can use



App store

Always ask an adult before getting new apps.

