



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Online Safety Policy

Policy Statement

The Butterfly Rooms recognises that technology plays an important role in children's learning, development, communication, and safeguarding. We are committed to ensuring that children, staff, volunteers, students, and families are protected from potential online risks while benefiting from the educational opportunities technology provides. We aim to create a culture of safe, responsible, and appropriate use of digital technology and online services.

Aims

The aims of this policy are to:

- Safeguard children from online harm.
- Promote safe and responsible use of technology.
- Protect children's personal information and privacy.
- Ensure appropriate use of digital devices within the setting.
- Support staff and families in understanding online safety responsibilities.
- Comply with EYFS safeguarding and welfare requirements.

Scope

This policy applies to:

- Children attending The Butterfly Rooms
- Parents and carers
- Employees
- Volunteers
- Students
- Apprentices
- Agency staff
- Contractors and visitors

Definition of Online Safety

Online safety refers to the protection of children and adults when using:

- Computers
- Tablets
- Mobile phones
- Digital cameras
- Smart devices
- Internet-enabled toys
- Email systems
- Social media platforms
- Messaging applications
- Online learning platforms

Online risks may include:

- Exposure to inappropriate content
- Online bullying
- Grooming and exploitation
- Sharing personal information
- Exposure to extremist content
- Identity theft

- Privacy breaches
- Cyber security risks

Responsibilities

The Manager

The Manager is responsible for:

- Ensuring online safety procedures are implemented effectively.
- Monitoring the appropriate use of technology within the setting.
- Investigating online safety concerns.
- Reporting safeguarding concerns to the Designated Safeguarding Lead (DSL) where required.
- Ensuring staff receive appropriate training.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Managing online safety concerns involving children.
- Liaising with external safeguarding agencies where necessary.
- Recording and monitoring incidents.
- Supporting staff in responding to concerns.

Staff

All staff must:

- Use technology appropriately and professionally.
- Follow the setting's policies and procedures.
- Report online safety concerns immediately.
- Protect confidential information.
- Model safe online behaviour.

Parents and Carers

Parents and carers are encouraged to:

- Support safe use of technology at home.
- Discuss online safety with their children.
- Respect the setting's policies regarding photographs and social media.
- Raise concerns promptly if they become aware of an online safety issue.

Children's Use of Technology

At The Butterfly Rooms, technology may be used to support learning and development in an age-appropriate and supervised manner.

Children will:

- Be supervised at all times when using digital devices.
- Access only suitable age-appropriate content.
- Use devices for planned educational purposes.
- Be supported in developing an understanding of safe and responsible technology use.

Children will never have unrestricted access to the internet.

Mobile Phones

To safeguard children, personal mobile phones must not be used in areas where children are present.

Staff must:

- Store personal phones securely during working hours.
- Use mobile phones only during breaks and in designated staff areas.
- Never use personal devices to photograph or record children.
- Never share personal contact details with parents.

Visitors may be required to switch off and store mobile phones while on the premises.

Photography and Video Recording

The Butterfly Rooms recognises that photographs and videos can support children's learning and development.

Therefore:

- Only nursery-owned devices will be used to take photographs or videos of children.
- Written parental consent will be obtained.
- Images will be stored securely.
- Images will only be used for authorised purposes.
- Children's full names will not be published alongside photographs.

Unauthorised recording by parents, carers, visitors or staff is prohibited.

Social Media

Staff must maintain professional boundaries at all times.

Staff must not:

- Accept parents or carers as personal social media contacts.
- Share confidential information online.
- Post images of children from the nursery.
- Discuss nursery matters on personal social media accounts.
- Bring the setting into disrepute through online activity.

Any breach may result in disciplinary action.

Data Protection and Confidentiality

The Butterfly Rooms is committed to protecting personal data.

All staff must:

- Follow GDPR and Data Protection requirements.
- Keep passwords secure.
- Lock devices when unattended.
- Use secure systems for storing children's information.
- Report data breaches immediately.

Confidential information must only be accessed by authorised individuals.

Cyber Security

The Butterfly Rooms will take reasonable steps to protect systems and information by:

- Using password-protected devices.
- Installing security updates.
- Using antivirus software where appropriate.
- Restricting access to authorised users.
- Regularly reviewing digital security arrangements.

Staff should immediately report:

- Suspicious emails
- Hacking attempts
- Data breaches
- Lost or stolen devices

Online Safety Concerns

Any online safety concern involving a child will be treated as a safeguarding concern.

Examples include:

- Inappropriate content involving a child.
- Concerns about online grooming.
- Exposure to extremist material.
- Online bullying.
- Sharing inappropriate images.
- Unsafe online behaviour by adults.

Concerns must be reported immediately to the DSL and recorded in accordance with safeguarding procedures.

Where necessary, referrals may be made to:

- Children's Social Care
- Police
- Local Authority Designated Officer (LADO)
- Ofsted

Staff Training

The Butterfly Rooms will ensure that staff receive regular training on:

- Online safety risks.
- Data protection.
- Cyber security awareness.
- Safe use of technology.
- Safeguarding responsibilities relating to online harm.

Training will be refreshed regularly as part of safeguarding updates.

Monitoring

The Manager will monitor compliance with this policy through:

- Supervision and staff meetings.
- Safeguarding audits.
- Review of incidents and concerns.
- Regular policy reviews.

Breaches of this Policy

Failure to comply with this policy may result in:

- Disciplinary procedures.
- Referral to safeguarding agencies.
- Referral to the Disclosure and Barring Service (DBS) where appropriate.
- Referral to professional bodies or regulatory agencies.

Policy Review

This policy will be reviewed annually or sooner following changes to legislation, government guidance, Ofsted requirements, EYFS requirements, or safeguarding procedures.

This policy was adopted by

The Butterfly Rooms Ltd

On

24th July 2026

Date to be reviewed

24th July 2027

Signed on behalf of the Management
committee

Name of signatory

Miss Aimee Thompson