



Online safety

We are required to “ensure appropriate filters and appropriate monitoring systems are in place and regularly review their effectiveness” and they “should be doing all that they reasonably can to limit children’s exposure to the above risks”, Keeping Children Safe in Education, (KCSIE), 2024.

Nippertime provides a safe environment to learn and work, including when online. Filtering and monitoring are both important parts of safeguarding children and staff from potentially harmful and inappropriate online material.

It is likely that staff/parents/carers belong to social networking sites. Nippertime states that access to social networking sites are not permitted at the preschool unless it is to add a post to Nippertime Facebook or Instagram.

Parent/carers consent to their child having photographs taken, appearing on Nippertime’s Facebook, Instagram, and website.

Staff working directly with children must not use mobile phones / smart watches as it is inappropriate and distracts them paying full attention to the children in their care. See our separate ‘iPad’s, staff mobiles, work mobile, smart watches (camera use)’ policy.

One of the keyways that practitioners support children's development and engage parents in children's learning is through photographs that record their activities and achievements. See our separate ‘Cameras, iPad’s, mobile phones, and smart watches’ policy.

Nippertime Preschool is registered with the Information Commissioner’s Office, on the Data Protection Register, registration number Z9758153 and has regard to the Data Protection Act 1998.

IT Equipment

The DSL, manager and owner are responsible for procuring filtering and monitoring systems. Our IT service is an external service provider. It is important to recognise that no filtering systems can be 100% effective and needs to be supported with good teaching and learning practice and effective supervision. As such, filtering systems should be recognised as one of the tools used to support and inform the broader safeguarding provision in settings.

IT equipment belonging to the setting should not be used to access inappropriate material, such as adult or child pornography or personal equipment containing inappropriate material should not be brought into the setting. At Nippertime Preschool our computer can receive internet connection. The Manager is responsible for the passwords on the laptop. The iPads are password protected and are used by staff members for music for children to dance to or listen to and taking photos of the children’s play to be loaded onto Tapestry, our online journal. See our separate ‘Tapestry’ policy.

Cyber bullying

We are committed to ensuring that all staff are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, or by posting comments on web sites, blogs or in chat rooms.

Acceptable Use Policy

ICT and related technology such as email/internet/mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff are aware of their professional responsibilities when using any form of IT.

POLICY IS CHECKED EVERY SEPTEMBER OR WHEN NEW INFORMATION IS RECEIVED LAST UPDATED 05/11/24 © NIPPERTIME PRESCHOOL LIMITED



Online safety

All staff read and sign this policy and always adhere to its content. Our online safety co-ordinator is Sam Gibbins.

I will comply with the Nippertime Preschool Online safety policy.

I understand that using the setting's ICT system for a purpose not permitted by Nippertime Preschool may result in disciplinary or criminal procedures.

I will comply with the ICT system security and not disclose any passwords provided to me by the Manager.

I will only use the setting's email/internet for professional purposes and only use the approved secure email system for any setting business.

I will not install any hardware or software without the permission of Sam Gibbins, the Manager.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal, or discriminatory.

I will respect copyright and intellectual property rights.

I will only take, securely store, and use images of children/staff for professional purposes in line with the setting's policy and with written consent of the parent/carer, or staff member.

I will not distribute images outside the setting without the permission of the parent/carer, member of staff or manager.

I will make sure that my online activity both inside and outside the setting will not bring my professional role and the settings reputation into disrepute.

I will support the setting's online safety policy and help children to be safe and responsible in their use of ICT and related technologies.

I will report any incidents of concern regarding children's safety to the online safety lead, the Designated Safeguarding Lead or Manager.

I understand that sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.

I agree to follow this code of conduct and to support the safe use of ICT throughout the setting.

**I consent to having my photos taken which may appear on Nippertime's website –
YES / NO**

**I consent to having my photos taken which may appear on Nippertime's Facebook/Instagram –
YES / NO**

Inappropriate use of ICT technology may result in disciplinary action.

Full name

Job title

Signature

Date

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