The Meadows

Cheeky Chimps Childcare

Online Safety

Aim:

To safeguard children by promoting appropriate and acceptable use of information and communication technology (ICT)

• Outline the roles and responsibilities of all individuals who are to have access to and/or be users of work-related ICT systems

• Ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

This policy will apply to all individuals who are to have access to and/or be users of work-related ICT systems. This will include children, parents/carers, early year's practitioners, lead practitioners, volunteers, students, visitors, contractors, and community users. This list is not to be considered exhaustive.

Parents/carers and where applicable will be notified of any incidents of inappropriate use of ICT that takes place on site and were known off-site.

Early year's practitioner's/lead practitioners

Will ensure

- The timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
- • ICT equipment is to be checked before use and all relevant security systems judged to be operational
- Awareness will be raised of any new or potential issues and any risks that could be encountered as a result.
- Children are to be supported and protected in their use of online technologies enabling them to use ICT in a safe and responsible manner.
- Online safety information is to be presented to children as appropriate for their age and stage of development
- Children will know how to recognise and report a concern.
- All relevant policies and procedures are always to be adhered to and training undertaken as is required.
- Children are not allowed to play with the Tablets/computers and can only watch educational videos or seasonal movies as agreed by the management team.
- Staff MUST sign in any personal devices such as Telephones, Mobiles, camera's, smart watches, laptops, Ipads and any devices into the office or the lockbox. Personal devices can only be used by the discretion of the management team and only to be used in the kitchen, staff room or office when no children are present *(See Electronic devices policy)*

  Children

  Will be encouraged to:

  • Be active, independent, and responsible learners, who will contribute as appropriate to policy and review.

• Abide by the Acceptable Use Agreement, as to be approved by peers, early years' practitioners, lead practitioners, parents/carers
• Tell a familiar adult about any access of inappropriate content, material that makes them feel uncomfortable or contact made with someone they don't know, straight away, without fear of reprimand (age and activity dependent).

Parents/carers

• Parents/carers are encouraged to share responsibility for their actions and behaviours. This will ensure a consistent message is to be communicated by all.
• A copy of this policy will be available in the policies and procedures folder. This will be reviewed on an annual basis. It will be an expectation that parents will explain and discuss this policy with their child to ensure it is clearly understood and agreed.
• Acceptable use by early year's practitioners and lead practitioners.
• Early years practitioners should be allowed to use work based online technologies:
-To access age-appropriate resources for children
-For research and information purposes
-For study support
• All early years' practitioners will be subject to authorises use as agreed by the manager Gemma Farrar.
• All staff must read and understand this policy, if they have any queries; it is their responsibility to discuss their questions with the manager Gemma Farrar.
• The use of personal technologies will be subject to the authorisation of the manager on site and such use will be open to scrutiny, monitoring and review
. • Personal technologies are only to be used in areas where children do not have access and to be agreed by the management team.

In the event of misuse by staff

Should it be alleged that a member of staff is to have misused any ICT resource in an abusive, inappropriate, or illegal manner, a report is to be made to the DSL and the registered person immediately. Should the allegation be made against the DSL, a report is to be made to the DDSL'S. Procedures are to be followed in line with the electronics device procedure, safeguarding policy and disciplinary procedures. Should allegations relate to abuse or unlawful activity, the Local Authority Designated Person (LADO), Ofsted and/or police will be notified as applicable.

Acceptable use by children

This policy is to be used to inform children of the appropriate behaviours expected to ensure online safety. Children will also be informed of the behaviours which are deemed unacceptable. This will allow children to take some responsibility for their own actions. In understanding this policy, children will become aware of the potential risks associated misuse and the sanctions which will applied, where necessary. This policy will be shared with our parents and on our nursery website.

In the event of misuse by the children

Should a child be found to inappropriately misuse ICT the following actions will be taken

Step 1: should it be considered that a child has deliberately misused ICT by not adhering to this policy, a discussion will be had with the parents outlining the issue. Step 2: if there are further incidents of misuse, the child will be suspended from using the internet or other relevant technology for an increased period. The parent will be invited to discuss the incident in more detail with a senior manager, and the most appropriate course of action will be agreed.

Step 3: the sanctions for misuse can be escalated at any stage, should it be deemed necessary. If misuse is deemed to be of a serious nature, steps 1 and 2 can be omitted. Should a child be at risk of significant harm, the safeguarding policy must also be applied. Allegations of serious misuse will be reported to the most significant agency. If a child should accidentally access inappropriate material, it must be reported to an adult immediately. Appropriate action is to be taken to hide or minimise the window. The computer must not be switched off nor the window closed as it may be necessary to refer to the site during the investigations to allow effective filters to be put in place to prevent further inadvertent access.

Acceptable use by parents/carers

Partnership working with parents/carers should be considered essential practice for promoting an agreed and consistent message which defines acceptable and unacceptable behaviours. Parents/carers are to be encouraged to contribute to this policy and should be advised to use it should their child access similar technologies at home. Should parents or carers wish to use personal technologies, such as cameras within the setting environment, authorisation must be obtained from the Manger on site. Specific guidelines are available in the electronic devices policy.

Acceptable use by visitors and others

All individuals who affect or visit the setting are to be expected to behave in an appropriate and respectful manner. No such individual will be permitted to have unsupervised contact with children. All guidelines in respect of acceptable use of technologies must be adhered to.

Gemma Farrar 13.9.2026
Review 13.9.2027