



St Bede's Childcare Ltd

Online Safety Policy

Policy Statement

St Bede's Childcare is committed to safeguarding and promoting the welfare of children. Online safety is an integral part of our safeguarding responsibilities and must be read in conjunction with the **Safeguarding and Child Protection Policy**.

All online safety concerns will be managed in line with our safeguarding procedures.

Legislation and Guidance

This policy is based on:

- Early Years Foundation Stage (EYFS) 2024
 - Working Together to Safeguard Children
 - Keeping Children Safe in Education (KCSIE)
 - Data Protection Act 2018 (GDPR)
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Aims

We aim to:

- Protect children from harm when using technology
 - Ensure safe and appropriate use of digital devices
 - Support children to develop an awareness of online safety risks
 - Ensure all staff understand their safeguarding responsibilities in relation to online safety
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Key Online Safety Risks

We recognise that safeguarding incidents can occur via technology, including:

- Exposure to inappropriate or harmful content
- Online grooming or exploitation
- Cyberbullying
- Radicalisation
- Sharing of personal information

All concerns will be treated as **safeguarding concerns**.

Roles and Responsibilities



Designated Safeguarding Lead (DSL)

The DSL has overall responsibility for safeguarding, including online safety, and will:

- Receive and record all online safety concerns
- Assess risk and take appropriate action
- Refer concerns to external agencies where necessary
- Ensure staff receive appropriate training

Staff Responsibilities

All staff must:

- Understand that online safety is part of safeguarding
 - Always supervise children when using technology
 - Report any concerns **immediately to the DSL**
 - Record concerns in line with safeguarding procedures
 - Follow all policies including safeguarding, behaviour, and acceptable use
 - Always maintain professional boundaries
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Safe Use of the Internet

- Internet access is **supervised, filtered, and monitored**
 - Content is age-appropriate and supports learning
 - Children are supported to use technology safely through adult guidance
 - Staff always remain vigilant
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Filtering and Monitoring

- The setting uses filtering systems to restrict inappropriate content
 - Monitoring is carried out by staff and management
 - Systems are reviewed regularly
 - Any breaches or concerns are reported to the DSL and recorded
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Use of Images and Media

- Parental consent is obtained before taking or using images
 - Images are stored securely in line with safeguarding and data protection policies
 - Children will not be identified by full name in images
 - Only authorised devices are used
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Mobile Phones and Devices

- Personal mobile phones are not permitted in childcare areas
- Staff may only use phones in designated areas



- The use of personal devices to photograph or record children is strictly prohibited
 - Any misuse will be treated as a safeguarding concern
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Online Communication and Social Media

- Staff must not share information about children, families, or the setting online
 - Professional boundaries must be always maintained
 - Any concerns regarding online behaviour must be reported to the DSL
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Email Use

- Staff must use nursery email accounts for professional communication only
 - Personal email accounts must not be used for nursery business
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Data Protection and Confidentiality

- All personal data is handled in accordance with GDPR
 - Confidential information must be stored securely
 - Staff must always follow data protection and safeguarding procedures
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Working with Parents/Carers

We will:

- Share this policy with parents/carers
 - Provide advice on keeping children safe online
 - Encourage parents to report any concerns
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Responding to Concerns

- Any concern relating to online safety must be treated as a **safeguarding concern**
 - Staff must report concerns immediately to the DSL
 - Concerns will be recorded and managed in line with the **Safeguarding and Child Protection Policy**
 - Referrals will be made to external agencies where appropriate
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Complaints

Any concerns about online safety will be managed through the **Complaints Procedure** and, where appropriate, safeguarding procedures.

