



## TURNCROFT NURSERY SCHOOL Online Safety Policy

### Using new learning technologies effectively and safely

This policy deals specifically with the educational and curriculum element of online safety. Guidance and procedure relating to infrastructure, networking and appropriate use of technology by staff are contained in the ICT security policy. Our policy has been written by the school, building on Blackburn with Darwen policy and DfE guidance. It has been agreed by the senior leadership team and approved by Governors. It will be reviewed as appropriate in response to LA instruction, or national developments.

### Writing and reviewing the Online Safety policy

This policy relates to other policies including those for EYFS, Code of Conduct, ICT Security, Anti-Bullying and Safeguarding. A list of relevant policies can be seen in our Child Protection and Safeguarding policy 2022.

- **Mrs Shears has overall responsibility for online safety and is the Lead Designated Person for safeguarding**
- **Mrs Lawrence is our ICT Co-ordinator**
- **Mrs Shears and Mrs Lawrence have both attended training on online safety issues**
- The Online Safety Policy was revised by: Mrs E. Shears on 25<sup>th</sup> September 2022
- It was first approved by the Governors on: 7<sup>th</sup> November 2017

### School and community involvement in Online Safety policy and practice

At Turncroft Nursery School we believe that by involving representatives from all the school community in evaluating, formulating and reviewing online safety policy and practice, our children and staff will be the safest they possibly can be.

### Membership of the Online Safety group

- Online Safety lead Mrs E Shears
- Safeguarding Governor - Mrs Celia Rushton,
- ICT Co-ordinator - Mrs Linda Lawrence

Membership of this group will be reviewed frequently. Wider consultation and information sharing will be carried out, when deemed necessary with governors, parents and the community.

## **Leadership of Online Safety**

Our Online Safety lead is Mrs E. Shears. The responsibilities of the Online Safety lead alongside the online safety group are to:

- Ensure membership of the online safety group represents a range of stakeholders in the school community
- Maintain own knowledge of wider Online Safety leadership through training, seeking advice, and signing up to regular updates
- Carry out an Online Safety audit to inform the review process
- Regularly review the effectiveness of this Online Safety policy and practice
- With the ICT co-ordinator, ensure the technology of the EYFS aspect is progressive and age appropriate and that there are opportunities across the wider curriculum including PSED to reinforce online safety messages.
- With the ICT Co-ordinator ensure all school staff receive Online Safety training annually and that a record of training is maintained
- Provide updates on Online Safety policy and practice to governors in the Headteacher's Report (this may include details about training attended)
- With the school's technical support, ensure that an appropriate filtering system and anti-virus software is in place
- Maintain reporting procedures for Online Safety incidents. This may be part of a wider reporting system, but should include access to inappropriate resources (intentional or otherwise), inappropriate use of school technology and Online Safety disclosures.
- Provide or source Online Safety information and training for parents (via our school website and social media)
- Ensure that the educational potential and possible Online Safety issues are investigated before using new technology.

## **Online Safety Education and Training**

The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide children with quality Internet access as part of their learning experience. Current guidance stipulates that it is not sufficient to keep

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children safe in school. It is our responsibility therefore, to ensure they have opportunities to learn how to stay safe and deal with the risks associated with the internet and communication technology in the world around them. Keeping our children safe involves educating all members of our school's community, including governors, parents and all staff working in school.

## **Educating children**

### **Our Online Safety curriculum**

At Turncroft Nursery School, children have access to a progressive Online Safety curriculum that ensures children can safely learn and develop.

To safely select and use technology we believe that children need to be taught an age appropriate Online Safety curriculum. Throughout the Early Years Foundation Stage, we will ensure our children use technology safely at the level they are working at in nursery so that by the time they leave the Foundation Stage they are ready to access the key stage 1 curriculum.

At Turncroft Nursery School we use many approaches to ensure our children are confident and safe users of technology in and out of school.

To ensure children have access to an age-appropriate e-safety curriculum that is flexible, relevant and engages their interest; depending on the child's ability, we:

- Introduce age appropriate rules which are displayed for adults in the building and are referred to regularly. (see appendix 3)
- Teach children to respect others when taking images of video
- Talk about what to do if they see anything they are unhappy about on the computer/ device
- Model using webcams safely and ensure reference to appropriate dress
- Talk about being kind to each other when using technology to communicate
- Talk about how people stay safe when using technology e.g. not talking to strangers, not giving away their home address
- Before using a new device or online resource, children are taught how to use it safely and appropriately. This is reinforced regularly.

## **Educating parents**

Children often seem more at home in the digital world than their parents. To ensure that children are the safest they possibly can be, we must educate parents about the risk of using the internet and communication technology for their children and the potential for their own use of technology to place themselves or their child at risk.

We ensure parents receive information and training by:

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- Providing links to information and resources for parents on our school website
- Providing updates to parents through newsletters
- Encouraging parents to act a role models when using technology

The school will share with parents and children, our belief that:

- The unsupervised use of social network spaces intended for adults outside school is inappropriate for children of nursery age
- Safety ratings are good indicators of how appropriate the levels of violence, sexual content, bad language and the portrayal of drug taking, and criminal acts are
- Family friendly filtering can help to keep children safe, however education and the opportunity to develop safe practice is essential for keeping children safe
- If a child is happy to tell a parent or carer when they are worried, they are the safest they can possibly be. Therefore, we encourage parents to nurture a sense of trust between them and their child when talking about using technology.

### **Educating staff and the wider school community**

- We ensure that all new staff receive online safety information as part of their induction
- All school staff have access to basic online safety, cascaded from Mrs Shears/Mrs Lawrence
- The Online Safety lead and ICT Co-ordinator have access to training, updates and information to ensure that have the skills and knowledge necessary to lead all areas of Online Safety.

Basic training includes

- Online Safety issues for children
- Reporting procedures
- Guidance on appropriate use of communication technology by staff and children
- Guidance for staff on how to stay safe
- Expectations in terms of passwords and data security
- Expectations in terms of professional conduct including the use of social media

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

- **Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)

### **Keeping staff and children safe in school**

All access to the internet is filtered by Light Speed. For further details on networking and filtering and how access to inappropriate sites can be monitored refer to the ICT Security Policy.

The school will work with the LA, and the Internet Service Provider to ensure systems to protect children are reviewed and improved.

If staff or children discover an unsuitable site, it must be reported to the Online Safety Coordinator who will inform the Blackburn with Darwen ICT Manager so that they can take appropriate action.

All users will be taught how to care for devices in terms of health and safety. This includes avoiding placing food or liquids near to electrical devices, carrying equipment and rules around charging and electrical sockets.

The school internet access is designed expressly for pupil use and includes appropriate filtering.

Sanctions for inappropriate use of the internet and communication technology will be explained to the children and discussed with parents. A record of any misuse will be kept in the school office.

At Turncroft Nursery School staff do not use their own personal devices/accounts to contact parents and children. To protect staff and children, the school provides a mobile phone for contacting parents when on trips and visits and school email addresses. Cameras are provided for recording school related activities. Images of children will not be taken nor stored on personal devices.

Mobile phones, computers and other digital devices can be a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm may include sending hurtful or abusive texts and emails; enticing children to engage in sexually harmful conversations online;

inappropriate/indecent webcam filming and photography or face-to-face meetings. \*See also Mobile Phone Policy

Children and young people may unknowingly also engage in activities that could put themselves and others at risk, such as revealing personal information and uploading images of others. We have zero tolerance to peer on peer abuse for older children and appropriate sanctions would be imposed in line with our behaviour, anti bullying, SEND and safeguarding policies. We would also liaise with the DSL at St Peter's School in respect of children attending extended services provision.

Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

- School policies/measures will encourage good behaviour and respect (this includes around bullying);
- We ensure policies consider equality and diversity;
- We have an up to date home / school agreement regarding the use of social media to make complaints relating to pupils / staff;
- We ensure we have the appropriate filters and monitoring systems in place that restrict what children can access

### **Social Networking as a communication device**

**We sometimes use Facebook to communicate with parents. Our practice is outlined below:**

- Mrs Shears is the administrator and has overall editing responsibilities
- Guidelines around unwanted communication - if we deem entries are inappropriate for any reason, we will hide any status from our newsfeed and the parent may be communicated with to this effect
- We have deactivated the 'Messenger' aspect of our Facebook page
- Parents and the wider community can follow us, like and comment on our newsfeed as well as tagging in family members to photographs showing their child
- We have consent from parents to upload images to Facebook and our school website. Where consent is not given by parents, we act accordingly.
- Information will be shared frequently, mostly thanking parents for support, reminding parents of school events and general news sharing
- There are a range of technologies that our children and students may come in to contact with; for example; websites, email, instant messaging, chat rooms, social media, mobile phones, blogs, podcasts, downloads, virtual learning platform. We will keep abreast of new potential online safety issues such as 'sexting' and 'sextortion' by following the local authority guidance as detailed in our 'Child Protection and

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Safeguarding Policy'. At every stage children and young people will be supported in the same way as other safeguarding issues.

### **Acceptable use agreements**

- Acceptable use agreement for school staff (see the Data, ICT and Information Security Policy)

### **Published content - This will also be referenced in the in the ICT Security Policy**

Any information that can be accessed via the web should be classed as published whether in electronic or paper format.

- Electronic communication sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- General contact details should be the school address, e-mail and telephone number. Staff or children's personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate. (This may be through education and guidance, as directly reading everything would be impractical.)

## **Publishing pupil's images and work**

- Staff and children using digital cameras, video recorders or Ipads will ensure that they ask others before recording them and always use equipment in a respectful manner. (In nursery this may not be practical when capturing a child in the process of learning, however should be modelled as often as possible.)
- Photographs that include children will be selected carefully for use around school and will not enable individual children to be clearly identified when on the school website
- Children's full names will not be used anywhere, particularly in association with photographs.
- Where children's images may be used, written permission from parents or carers will be obtained before photographs or video of children are published on an annual basis
- Where pupil's work is published the school will ensure that the child's identity is protected
- Where school events are being publicised on the school website, care will be taken not to reveal information that may put children, staff or parents at risk

## **Parents using still or video cameras at school**

The following guidance through following the links supports us in informing parents, and comes from the Information Commissioner's Office. This will be reviewed annually, dependent on our cohort of children.

[http://www.ico.org.uk/for\\_organisations/sector\\_guides/~media/documents/library/Data\\_Protection/Practical\\_application/TAKING\\_PHOTOS\\_V3.ashx](http://www.ico.org.uk/for_organisations/sector_guides/~/media/documents/library/Data_Protection/Practical_application/TAKING_PHOTOS_V3.ashx)

Example letter and statement that can be read at the beginning of the production/assembly.

<http://www.yhgfl.net/eSafeguarding/Guidance/Taking-photographs-at-school-productions>

Advice from London grid for learning

<http://files.lgfl.net/eSafety/Guides/LGfL%20MG%20-%20Minute%20Guide%20-%20School%20Productions%20-%202013.pdf>

## **Managing emerging technologies**

- The educational benefit of emerging technologies and any potential risks will be considered and shared with staff before they are used in school



## **Policy Decisions**

### **Authorising Internet access**

- All staff must have read and agreed to the '**Staff Information Systems Code of Conduct**' before using any school ICT resource.
- We will keep a record of all staff. The record will be kept up-to-date, for instance a member of staff may leave.

### **Assessing risks**

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Blackburn with Darwen LA can accept liability for the material accessed, or any consequences of Internet access. Any inappropriate access whether intentional or unintentional will be reported to the Online Safety co-ordinator and to the LA where necessary.
- The school will audit ICT provision to establish if this policy is adequate and that its implementation is effective.

### **Handling Online Safety complaints**

- Complaints of Internet misuse will be dealt with by Mrs Shears and where appropriate the LA will be informed
- Any complaint about staff misuse must be referred to the headteacher. Where this concerns potential risk to children, they will inform the LADO (Local Area Designated Officer).
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures as detailed in our Child Protection and Safeguarding Policy
- Children and parents will be informed of the complaints procedure on request, details are on our website also.

For further information, please see the Data, ICT and Information Security Policy.

## **Communications Policy**

### **Introducing the Online Safety policy to children**

- Online Safety rules are posted in all rooms where children may access the internet. Staff will regularly read them to the children and discuss what they mean. Where possible images and symbols will be used to help make them accessible to young children.

## **Introducing the policy to parents**

Parents' attention will be drawn to the School Online Safety Policy and practice:

- in newsletters,
- in the school brochure
- on the school website

## **Staff and the Online Safety policy**

- All staff will be given our Online Safety Policy and its importance explained
- Staff should be aware that internet traffic may be monitored and traced to the individual device or login. Discretion and professional conduct is essential.

## **Auditing our Practice**

The governing body will carry out an annual appraisal of our school's online safety using the Pan Lancashire LSCB guidance tool; Online Safety Governance Checklist available on:

<http://www.lancshiresafeguarding.org.uk/online-safeguarding/schools-the-childrens-workforce.aspx>

This quick self-audit overleaf will help us to assess whether the Online Safety basics are in place to support a range of activities that might include those detailed within Appendix 1.

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| Does the school have an Online Safety policy and Data, ICT and Information Security Policy and reflects current practice?                      | <b>YES</b>  |
| Date of latest update: <b>September 2022</b>   |   |
| The Policy was agreed by governors on: <b>7<sup>th</sup> November 2017</b>   |   |
| The Policy is available for staff: <b>On our school website or policies file</b>   |   |
| And for parents: <b>School website or hard copies in the office file</b>   |   |
| The Designated Child Protection Coordinator is: <b>Mrs Elizabeth Shears</b>  |   |
| The ICT Coordinator is: <b>Mrs Linda Lawrence</b>  |   |
| Has annual online training been provided for all school staff?   | <b>YES - disseminated via HT/ICT Co-ordinator/Teacher</b>   |
| Have all governors received online safety training?  | <b>This is being scheduled in for all governors.</b>  |
| Is there a named online safety governor?   | <b>Yes - Mrs Rushton</b>  |
| Do all staff sign an ICT Code of Conduct on appointment?   | <b>YES</b>  |
| Do parents sign and return an agreement that their child will comply with the School Online Safety Rules?                                      | <b>Part of home school discussions, but due to the young ages of our children it is unlikely this will be an issue.</b> |
| Have school Online Safety Rules been set for children?   | <b>YES</b>  |
| Are these Rules displayed in all rooms with computers?   | <b>YES</b>  |
| Is the online curriculum flexible, relevant and does it engage children' interest?   | <b>YES - limitations around what children can access independently due to their young age.</b>                          |
| Internet access is provided by an approved educational Internet service provider and complies with DfE requirements for safe and secure access | <b>YES. Through BwD and 'lightspeed'.</b>   |
| Has an ICT security audit been initiated by SMT, possibly using external expertise?  | <b>Yes, through the LA.</b>   |
| Is personal data collected, stored and used according to the principles of the Data Protection Act?  | <b>YES.</b>   |
| Does the schools' ICT Security policy compliment the online safety policy  | <b>YES - some overlap and same referencing.</b>   |

