

Brenchley Preschool Online Safety Policy



Key Details

Designated Safeguarding Lead: Zena, DSL and Preschool Practitioner

Deputy DSL: Sian, Manager

Date written: June 2019

Date agreed and ratified: June 2019

Date of next review: November 2019

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure

Brenchley Preschool Online Safety Policy

1. Policy Aims

- This online safety policy has been written by Brenchley Preschool, involving staff, building on the Kent County Council/The Education People online safety policy template, with specialist advice and input as required.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2018, [Early Years and Foundation Stage](#) 2017, '[Working Together to Safeguard Children](#)' 2018 and the [Kent Safeguarding Children Board](#) procedures.
- The purpose of Brenchley Preschool's online safety policy is to:
 - Safeguard and protect all members of Brenchley Preschool's community online.
 - Identify approaches to educate and raise awareness of online safety throughout the community.
 - Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
 - Identify clear procedures to use when responding to online safety concerns.
 - Raise awareness with all members of Brenchley Preschool regarding the potential risks as well as benefits of technology.
- Brenchley Preschool identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:
 - **Content:** being exposed to illegal, inappropriate or harmful material
 - **Contact:** being subjected to harmful online interaction with other users
 - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

2. Policy Scope

- Brenchley Preschool believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.
- Brenchley Preschool identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
- Brenchley Preschool believes that children should be empowered to build resilience and to develop strategies to manage and respond to risk online.

- This policy applies to all staff including visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy) as well as children, parents and carers.
- This policy applies to all access to the internet and use of technology, including personal devices, or where staff have been provided with setting issued devices for use off-site, such as a work tablets.

2.1 Links with other policies and practices

- This policy links with several other policies, practices and action plans including:
 - Staffing and Employment
 - Child protection policy
 - Confidentiality policy
 - GDPR and Data protection
 - Social Networking and Mobile phone
 - Tapestry

3. Monitoring and Review

- Technology in this area evolves and changes rapidly. Brenchley Preschool will review this policy at least annually.
 - The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the DSL and Manager will be informed of online safety concerns, as appropriate.
- The named Designated Safeguarding Lead will report on a regular basis to the Manager and other staff on online safety practice and incidents, including outcomes.
- Any issues identified via monitoring will be incorporated into our action planning.

4. Roles and Responsibilities

- The Designated Safeguarding Lead (DSL) Zena, DSL and Preschool Practitioner, has lead responsibility for online safety.
- Brenchley Preschool recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership and management team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety
- Ensure that suitable and appropriate filtering and monitoring systems are in place
- Ensure that online safety is embedded within a progressive curriculum, which enables all children to develop an age-appropriate understanding of online safety.
- Support the DSL and any deputies by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.

4.2 The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Work alongside deputy DSLs to ensure online safety is recognised as part of the settings safeguarding responsibilities and that a coordinated approach is implemented.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant knowledge and up to date required to keep children safe online.
- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with SEN and disabilities (SEND) face online.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.

- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
- Report online safety concerns, as appropriate, to the setting management team.
- Work with the Management team to review and update online safety policies on a regular basis (at least annually) with Trustees input.

4.3 It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies.
- Read and adhere to the online safety policy
- Take responsibility for the security of setting systems and the data they use or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
- Identify online safety concerns and take appropriate action by following the settings safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.
- Identifying individuals of concern and taking appropriate action by following safeguarding policies and procedures.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Demonstrating an emphasis on positive learning opportunities.

4.4 It is the responsibility of staff managing the technical environment to:

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- Report any breaches or concerns to the DSL and leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.

- Providing technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.

4.5 It is the responsibility of parents and carers to:

- Brenchley Preschool recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- Parents' attention will be drawn to the school online safety (e-Safety) policy and expectations where required such as newsletters, letters, Preschool noticeboards and on the Preschool website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering advice suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. fetes and sports days.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- Parents will be encouraged to role model positive behaviour for their children online.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the setting, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5 Vulnerable Learners

- Brenchley Preschool is aware and recognises that some children may be considered to be more vulnerable online due to a range of factors.
- Brenchley Preschool will ensure that differentiated and ability appropriate online safety (e-Safety) education is given, with input from specialist staff as appropriate (e.g. SENCO)

5 .1 Training and engagement with staff

We will:

- Provide and discuss the online safety policy and procedures with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates.

- This will cover the potential risks posed to learners (Content, Contact and Conduct) as well as our professional practice expectations.
- Recognise the expertise staff build by undertaking safeguarding training and managing safeguarding concerns and provide opportunities for staff to contribute to and shape online safety policies and procedures.
- Staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.
- Make staff aware that their online conduct outside of the setting, including personal use of social media, could have an impact on their professional role and reputation.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the learners.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting children, colleagues or other members of the community.

5.2 Awareness and engagement with parents and carers

- Brenchley Preschool recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.
- We will build a partnership approach to online safety with parents and carers by:
 - Providing information and guidance on online safety in a variety of formats.
 - This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings, transition events, fetes and sports days.
 - Drawing their attention to the online safety policy and expectations in newsletters, letters, Preschool noticeboards and on the Preschool Website.

6. Reducing Online Risks

- Brenchley Preschool recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.
- We will:
 - Regularly review the methods used to identify, assess and minimise online risks.
 - Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in the setting is permitted.
 - Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.

- All members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined during induction for staff and highlighted through a variety of education and training approaches.

7. Safer Use of Technology

7.1 Preschool Use

- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The setting will use age appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.
- We will ensure that the use of internet-derived materials, by staff and children complies with copyright law and acknowledge the source of information.
- Supervision of children will be appropriate to their age and ability - **Early Years Foundation Stage**
 - Access to the internet will be by adult demonstration

7.2 Filtering and Monitoring

- Brenchley Preschool will ensure that the Preschool has age and ability appropriate filtering and monitoring in place whilst using Preschool devices and systems to limit children's exposure to online risks.
- The Preschool's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and curriculum requirements of our pupils, with advice from technical, educational and safeguarding staff.
- All monitoring of Preschool owned/provided systems will take place to safeguard members of the community.
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7.3 Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations and Data Protection legislation.

Full information can be found in our GDPR policy.

7.4 Security and Management of Information Systems

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site (such as via portable media storage) will be encrypted or accessed via appropriate secure remote access systems.
- Portable media may not be used without specific permission followed by an anti-virus /malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the Preschool's network will be regularly checked.
- The computing coordinator/network manager will review system capacity regularly.
- The appropriate use of user logins and passwords to access the Preschool network will be enforced for all. All members of staff will have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private

7.5 Managing the Safety of our Website

- We will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- We will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- Staff or children's personal information will not be published on our website; the contact details on the website will be our setting address, email and telephone number.
- The administrator account for our website will be secured with an appropriately strong password.
- We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

7.6 Publishing Images and Videos Online

- We will ensure that all images and videos shared online are used in accordance with the associated policies.

7.7 Managing Email

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality and the code of conduct.
 - The forwarding of any chain messages/emails is not permitted.
 - Spam or junk mail will be blocked and reported to the email provider.

- Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
- Setting email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the community will immediately tell the DSL if they receive offensive communication, and this will be recorded in our safeguarding files/records.

7.7.1 Staff email

- The use of personal email addresses by staff for any official setting business is not permitted.
 - All members of staff are provided with an email address to use for all official communication.

Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff and parents.

7.8 Management of Applications (apps) used to Record Children's Progress

- We use Tapestry to track children's progress and share appropriate information with parents and carers when the children reach Lion's class.
- The Manager is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.
- To safeguard Children's data:
 - Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
 - Devices provided for staff will be appropriately password protected to reduce the risk of a data security breach, in the event of loss or theft.
 - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
 - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access to their Tapestry account; for example, not sharing passwords or images.

8 Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff

induction and will be revisited and communicated via regular staff training opportunities.

Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of our code of conduct/behaviour policy and in the Social Network and Mobile phone policy.

9. Responding to Online Safety Incidents and Concerns

- All members of the preschool will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.
- All members of the preschool must respect confidentiality and the need to follow the official procedures for reporting concerns.
 - Parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- We require staff, parents and carers to work in partnership to resolve online safety issues.
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer) in accordance with the allegations against staff policy.
- After any investigations are completed, we will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Kent Police.
- If we are unsure how to proceed with an incident or concern, the DSL (or deputy) will seek advice from the Education Safeguarding Service.
- Where there is suspicion that illegal activity has taken place, we will contact the Education Safeguarding Service or Kent Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond our preschool (for example if other local settings are involved or the public may be at risk), the DSL or Manager will speak with Kent Police and/or the Education Safeguarding Service first to ensure that potential investigations are not compromised.

10. Procedures for Responding to Specific Online Incidents or Concerns

10.1 Online Sexual Violence and Sexual Harassment between Children

- Our setting has accessed and understood [“Sexual violence and sexual harassment between children in schools and colleges”](#) (2018) guidance and part 5 of ‘Keeping children safe in education’ 2018.
- Brenchley Preschool recognises that sexual violence and sexual harassment between children can take place online. Examples may include; non-consensual sharing of sexual images and videos, sexualised online bullying, online coercion and threats, unwanted sexual comments and messages on social media, and online sexual exploitation.
 - Full details of how we will respond to concerns relating to sexual violence and sexual harassment between children can be found within our child protection and behaviour management policy.
- We will ensure that all members of the community are aware of sources of support regarding online sexual violence and sexual harassment between children.
- We will respond to concerns regarding online sexual violence and sexual harassment between children, regardless of whether the incident took place on our premises or using our equipment.
 - If made aware of online sexual violence and sexual harassment, we will provide the necessary safeguards and support for all children involved and Immediately notify the DSL (or deputy) and act in accordance with our child protection and behaviour management policies.

10.2 Youth Produced Sexual Imagery (“Sexting”)

- Brenchley Preschool recognises youth produced sexual imagery (known as “sexting”) as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- We will respond to concerns regarding youth produced sexual imagery, regardless of whether the incident took place on site or using setting provided or personal equipment and we will Act in accordance with our child protection policies and the relevant Kent Safeguarding Child Board’s procedures.

10.3 Online Child Sexual Abuse and Exploitation (including child criminal exploitation)

- Brenchley Preschool will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- Brenchley Preschool recognises online child sexual abuse and exploitation (including criminal exploitation) as a safeguarding issue and, as such, all

concerns will be reported to and dealt with by the DSL (or deputy), following our child protection policy and procedures.

10.4 Indecent Images of Children (IIOC)

- Brenchley Preschool will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- We will respond to concerns regarding IIOC on our equipment and/or personal equipment, even if access took place off site. We will act in accordance with our child protection policy and the relevant Kent Safeguarding Child Boards procedures.
 - Store any devices involved securely.
 - Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Kent police.

10.5 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Brenchley Preschool and will respond to any form of bullying by referring to our Behaviour Management and Child Protection Policies.

10.6 Online Hate

- Online hate content, directed towards or posted by, specific members of the Preschool community will not be tolerated at Brenchley Preschool and will be responded to in line with existing policies, including Managing behaviour and Child Protection.
- All members of the community will be advised to report online hate in accordance with relevant policies and procedures.
- The Police will be contacted if a criminal offence is suspected.
- If we are unclear on how to respond, or whether a criminal offence has been committed, the DSL (or deputy) will obtain advice through the Education Safeguarding Service and/or Kent Police.

10.7 Online Radicalisation and Extremism

- We will take all reasonable precautions to ensure that children and staff are safe from terrorist and extremist material when accessing the internet on site as the Staff always vet any internet materials before use.
- If we are concerned that a child or parent/carer may be at risk of radicalisation online, the DSL (or deputy) will be informed immediately, and action will be taken in line with our child protection policy.

- If we are concerned that member of staff may be at risk of radicalisation online, the DSL and/or Manager will be informed immediately, and action will be taken in line with the child protection and allegations policies.

12. Useful Links for Educational Settings

Kent Support and Guidance for Educational Settings

Education Safeguarding Service:

- Rebecca Avery, Education Safeguarding Advisor (Online Protection)
- Ashley Assiter, Online Safety Development Officer
 - Tel: 03000 415797
- Guidance for Educational Settings:
 - www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding
 - www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-classroom-materials
 - www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-useful-links
 - www.theeducationpeople.org/blog/?tags=Online+Safety&page=1

KSCB:

- www.kscb.org.uk

Kent Police:

- www.kent.police.uk or www.kent.police.uk/internetsafety

In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Kent Police via 101

Other:

- Kent Public Service Network (KPSN): www.kpsn.net
- EiS - ICT Support for Schools and Kent Schools Broadband Service Desk: www.eiskent.co.uk

National Links and Resources for Educational Settings

- CEOP:
 - www.thinkuknow.co.uk
 - www.ceop.police.uk
- Childnet: www.childnet.com
- Internet Matters: www.internetmatters.org

- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/onlinesafety
 - ChildLine: www.childline.org.uk
 - Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
 - Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline
- 360 Safe Self-Review tool for schools: www.360safe.org.uk

National Links and Resources for Parents/Carers

- Action Fraud: www.actionfraud.police.uk
- CEOP:
 - www.thinkuknow.co.uk
 - www.ceop.police.uk
- Childnet: www.childnet.com
- Get Safe Online: www.getsafeonline.org
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/onlinesafety
 - ChildLine: www.childline.org.uk
 - Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk