



Hopton school house Playgroup and OOSC policies

1.13 E-safety and online policy

Policy Statement

At Hopton school house, we recognise that technology and online resources play an important role in children's learning, communication, and development. We are committed to ensuring that all children, staff, volunteers, students, and families use technology safely, responsibly, and appropriately.

This policy outlines how we promote online safety, protect children from harm, and ensure that all electronic devices, internet access, digital communications, and online platforms are used securely and professionally.

Online safety is a safeguarding issue and forms part of our wider Safeguarding and Child Protection Policy.

Aims

The aims of this policy are to:

- Safeguard children when using technology and online resources.
- Promote safe and responsible use of digital technology.
- Protect children from exposure to inappropriate content.
- Ensure staff understand their responsibilities regarding online safety.
- Protect confidential information and personal data.
- Support parents and carers in promoting online safety at home.
- Ensure compliance with relevant legislation and safeguarding guidance.

Legal Framework

This policy is based on the following legislation and guidance:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)



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- Computer Misuse Act 1990
- Communications Act 2003
- Protection of Freedoms Act 2012
- Equality Act 2010
- Human Rights Act 1998
- Gloucestershire Safeguarding Children Partnership Procedures

Definition of Online Safety

Online safety refers to the safe and responsible use of:

- Computers and laptops
- Tablets and iPads
- Mobile phones
- Cameras and video equipment
- Internet access
- Email systems
- Social media platforms
- Online learning applications
- Digital communication systems
- Cloud-based storage systems

Roles and Responsibilities

Manager and Designated Safeguarding Lead (DSL)

The Manager/DSL will:

- Oversee online safety arrangements within the setting.
- Ensure staff receive appropriate training.
- Monitor online safety practices.
- Investigate concerns and incidents.
- Ensure safeguarding concerns are referred appropriately.
- Review this policy regularly.

Staff and Volunteers

All staff, students, and volunteers must:

- Follow this policy at all times.



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- Use technology professionally and responsibly.
 - Maintain confidentiality.
 - Report online safety concerns immediately.
 - Follow data protection requirements.
 - Complete online safety and safeguarding training.
 - Ensure personal devices are not used in setting
- * **Staff must return Hopton devices to the office at the end of each working day**

Parents and Carers

Parents and carers are encouraged to:

- Support safe use of technology at home.
- Follow the setting's guidance regarding photographs and social media.
- Respect the privacy of other children and families.

Use of Technology by Children

Technology may be used to support children's learning and development through:

- Educational applications
- Interactive games
- Storytelling activities
- Research and exploration
- Communication activities

Staff will ensure that:

- Activities are age appropriate.
- Children are supervised at all times.
- Devices used are provided by setting only (no personal devices)
- Devices are used for educational purposes.
- Children are protected from inappropriate content.
- Screen time remains balanced with active learning experiences.

Internet Access

Where internet access is provided:

- Appropriate filters and security measures will be used.
- Access will be monitored by staff.



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- Children will not have unsupervised internet access.
- Only suitable websites and applications will be used with staff approval.
- Playgroup aged children will not have access to the internet only pre downloaded content with the acceptance of adult led learning only.

Staff will assess online resources before use to ensure they are appropriate for young children.

Mobile Phones and Personal Devices

To protect children and maintain confidentiality:

Staff

- Personal mobile phones must not be used in areas where children are present.
- Phones must be stored securely during working hours.
- Personal devices must not be used to photograph or record children.
- Staff will be subject to immediate dismissal should they be found using a personal device with the children.

Visitors

Visitors will be asked to refrain from using mobile phones within the setting and to store them securely.

Children

- Children's personal devices should remain with parents unless agreed as part of a specific arrangement.
- School age children who have written permission to walk home may keep their device in their bag or given to a member of staff to store until they are due to leave
- Children must not use personal devices in setting.
- Parents must contact the setting directly if they wish to speak their child whilst in our care.

Photography and Video Recording

Media devices provided by setting only for monitoring and safe use purposes:



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Photographs and videos may be used to:

- Record children's learning and development.
- Support observations and assessments.
- Celebrate achievements.

The setting will:

- Obtain written parental consent.
- Store images securely.
- Use images only for agreed purposes.
- Follow data protection requirements.
- Delete media once completed/child has left setting

Staff must never:

- Use personal devices to take photographs/video's
- Share images through personal social media accounts.
- Transfer images to unauthorised devices.
- Take work phones/tablets home

Social Media

The setting recognises the benefits and risks associated with social media.

Staff

Staff must:

- Maintain professional boundaries at all times.
- Not communicate with parents through personal social media accounts.
- Protect the reputation of the setting.
- Avoid posting information that could identify children or families.
- Only post to Hopton school house's social media with written consent of the parent or carer with parental responsibility. (registration form)

Parents and Carers

Parents are asked:

- Not to post photographs containing other children without permission.
- Not to share confidential information about staff or families online.



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- To raise concerns directly with the setting rather than through social media.
- To only take photo's at events when appropriate (staff will always give an allocated time with your child for photo's at events)

Confidentiality and Data Protection

The setting is committed to protecting personal information.

Staff must:

- Follow UK GDPR requirements.
- Use secure passwords.
- Lock devices when unattended.
- Store information securely.
- Report any data breaches immediately.

Personal information will only be shared when legally required or where safeguarding concerns exist.

Online Safety Risks

Potential online risks include:

- Exposure to inappropriate content.
- Cyberbullying.
- Online grooming.
- Identity theft.
- Data breaches.
- Inappropriate use of social media.
- Unauthorised sharing of images.
- Fraud and scams.

Although children in the Early Years age range may have limited independent online access, staff remain vigilant to potential risks and emerging safeguarding concerns.

Reporting Online Safety Concerns

Any concerns relating to online safety must be reported immediately to the Designated Safeguarding Lead.



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Examples include:

- Inappropriate content.
- Concerns regarding online abuse.
- Unauthorised sharing of images.
- Cyberbullying involving children, families, or staff.
- Data protection breaches.

The DSL will:

- Record the concern.
- Investigate appropriately.
- Refer to external agencies where necessary.
- Follow safeguarding procedures.

Training

All staff will receive:

- Safeguarding training.
- Online safety awareness training.
- Data protection training.
- Updates on emerging online risks.

Training records will be maintained by the setting.

Partnership with Parents

The setting will support parents by:

- Sharing online safety information.
- Signposting families to trusted online safety resources.
- Promoting safe use of technology at home.
- Encouraging open discussions about online risks.

Monitoring and Review

The Manager and DSL will monitor:

- Staff compliance with this policy.



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- Online safety incidents.
- Use of technology within the setting.
- Changes in legislation and safeguarding guidance.

This policy will be reviewed annually or sooner if required.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Mobile Phone Policy
- Camera and Recording Policy
- Acceptable Use Policy
- Confidentiality Policy
- Behaviour Management Policy

Local Safeguarding Contacts

Gloucestershire Children's Social Care

Telephone: 01452 426565

Gloucestershire Safeguarding Children Partnership

Website: www.gloucestershirescp.org.uk

Police (Emergency)

999

Police (Non-Emergency)

101