



1.6 Online Safety

1) Purpose

We protect children, young people and vulnerable adults from unsafe or inappropriate use of Information and Communication Technology (ICT), including internet use, devices, cameras, images and social media.

2) Key roles / named staff

- Online safety leads: Manna Constantine and Ondine Joubert.

3) Main rule / nursery commitment

- Only nursery-owned ICT equipment is used by staff and children.
- All equipment must be safe, fit for purpose, protected by virus software and have safety settings that prevent access to inappropriate content.
- Children do not normally access the internet and never have unsupervised internet access.
- Children are taught age-appropriate online safety messages such as: only go online with a grown-up, be kind online, keep information safe, only press what they understand, and tell a grown-up if something online upsets them.
- Children must not access social networking sites.

4) Procedures / what staff must do

- Check second-hand or donated devices before use to ensure no inappropriate material is stored.
- Keep children's devices in places clearly visible to staff.
- Report suspicious or offensive content to the Internet Watch Foundation and report suspected online contact from an adult to the National Crime Agency Child Exploitation and Online Protection Command (CEOP).
- Discuss cyber-bullying concerns with parents and signpost them to NSPCC or Childline support.
- Children do not use email in the nursery. Staff do not access personal or work email while supervising children.
- Personal phones, personal cameras and smart watches are not used where children are present; devices are stored securely. Emergency use is only with manager permission in an area where no children are present.
- On outings, any phone carried for emergencies must not be used for personal calls or photos of children.
- Parents and visitors must not use phones or cameras on site except in approved adult-only areas if lone working arrangements require contact.
- Staff must not bring personal cameras or video equipment into the nursery.
- Photos and videos of children are only taken for authorised nursery purposes, with written parent consent, and are monitored by management.
- Parents who request to photograph at special events must have general permission in place and must not photograph or upload images of other children.



- Staff must maintain professional boundaries online, not accept children or parents as social media contacts, maintain privacy settings, keep confidentiality and report any breaches.
- Connect online learning journals may only be used with senior management permission, on nursery devices, and images must only be used for learning journeys.
- Any concern about inappropriate images, grooming or online misconduct by a colleague must be reported under safeguarding and allegations procedures.
- Alexa devices in rooms are only used for suitable children's music and not for radio stations. Misuse may lead to disciplinary action.

5) Policy details

- Provider: Aspire Day Nursery Ltd
- Adopted: May 2015
- Date last reviewed March 2026
- Signed by: C Moxon
- Name of signatory: Christine Moxon
- Role: Manager