

Walton Lane Nursery School & Rocking Horse Club

Policy:	ONLINE SAFEGUARDING POLICY
Reviewed:	January 2026
Next Review:	Annually
Responsibility:	Online Safeguarding Coordinator
Category:	Safeguarding

(In this document the term 'Centre' refers to the Nursery School, and Full Day Care (Rocking Horse Club))

This policy applies to all members of the Centre (including staff, students /pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of the Centre digital systems, both in and out of the Centre. It also applies to the use of personal digital technologies on the Centre site (where allowed).

■ Scope of the online safeguarding policy

This online safeguarding policy outlines the commitment of Walton Lane Nursery School and Rocking Horse Club to safeguard members of our Centre community online in accordance with statutory guidance and best practice.

Walton Lane Nursery School and Rocking Horse Club will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/ carers of incidents of inappropriate online safeguarding behaviour that take place out of the Centre.

■ Policy and Leadership

This online safeguarding Policy has been developed by the safeguarding team made up of:

- Headteacher
- Senior Leaders
- Designated Safeguarding Leads
- Online safeguarding Lead (OSL)
- Staff
- Governors

This Online safeguarding Policy explains how the Centre addresses issues relating to technology, as well as wider educational and social benefits in order to help staff, Centre users, young people and their parents and carers to be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use. This applies to all devices used within the Centre i.e. desktop computers, laptops, tablets, ipads, ipods, CCTV and mobile phones; or any other devices purchased by the Centre.

It provides rules and safeguarding for acceptable use to guide all users in their online experiences. It ensures adults are clear about procedures for misuse of any technologies both within and beyond the centre.

The requirement to ensure that children and young people are able to use the Internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in the Centre are bound.

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However, the use of these new technologies can put young people at risk within and outside the Centre. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- The risk of vulnerable learners being exposed to online risk
- Unauthorised access to / loss of / sharing of personal information
- The risk of children being exposed to the risk of 'commerce'
- The risk of being subject to grooming by those with whom they contact on the Internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / Internet games
- An inability to evaluate the quality, accuracy and relevance of information on the Internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- Misinformation
- Nudes/semi nudes
- Fake news
- Phishing

The potential for excessive use which may impact on the social and emotional development and learning of the young person.

As educators we need to educate the staff, parents, children and users of the Centre to ensure that everyone is aware of the benefits and risks that can be experienced through today's technology. To be alert to the vulnerability of children, and how as carers, we can provide control and safeguards for all Centre users.

Headteacher and Senior leaders

- The headteacher has a duty of care for ensuring the safety (including online) of members of the Centre community and fostering a culture of safeguarding, though the day-to-day responsibility for online safeguarding is held by the Designated Safeguarding Leads, as defined in Keeping Children Safe in Education.
- The headteacher and senior leaders should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The headteacher and senior leads are responsible for ensuring that the Designated Safeguarding Lead, Online Safeguarding Lead, IT providers/ technical staff and other relevant staff carry out their roles and train other colleagues as relevant.

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- The headteacher and senior leads will work with the responsible Governor, the designated safeguarding leads and IT service providers in all aspects of filtering and monitoring.
- Monitor filtering and monitoring reports and act where appropriate

DSL's and Online Safeguarding Lead

- Hold the lead responsibility for online safeguarding, within their safeguarding role
- Receive relevant and regularly updated training in online safeguarding to enable them to understand the risks associated with online safeguarding and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online
- Liaise with staff and IT providers on matters of safety and safeguarding and welfare

Staff

- Staff should have an awareness of current online safeguarding matters/ trends and of the current online safeguarding policy and practices
- Staff understand that online safeguarding is a core part of safeguarding
- Staff read, understand and sign the staff acceptable use agreement
- Staff follow relevant guidance and legislation including, Keeping Children Safe in Education and UK GDPR regulations
- All digital communications with learners, parents and carers and others should be on a professional level and only carried out using official school systems and devices.
- Staff will immediately record and report any suspected misuse or problem to a member of the DSL team for investigation/ action, in line with the Centre's safeguarding procedures.
- Staff will supervise and monitor the use of digital technologies, mobile devices and cameras during the session and implement current policies regarding these devices.
- Staff will use guided age-appropriate sites with lessons where the use of internet is needed
- Staff know there is a zero-tolerance approach to incidents of online-bullying, sexual harassment, discrimination, hatred etc.
- Staff will model safe, responsible and professional online safeguarding behaviours in their own use of technology, including out of Centre and in their use of social media.
- Staff will adhere to the Centre's technical security policy, with regard to the use of devices, systems and passwords and have an understanding of cyber security
- Staff have a general understanding of how the learners in their care use digital technologies out of Centre, in order to be aware of online safeguarding issues that may develop from the use of those technologies.

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Children

- Children will be supervised at all times whilst using technology, and online devices and any games or apps must be age-appropriate
- Children's use will be restricted to ensure a balance in educational medias.
- Online searching and installing/downloading of new programs and applications is restricted to authorised staff members only. Children should not be able to search or install anything on a setting device.
- Computer systems have separate logins for when children access them to ensure Centre network is protected.
- Children will adhere to the Centre's online safeguarding policy

Parents/carers and family members

Parents/ carers and family members play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way.

- Families will ensure they are familiar with our online safeguarding policy through the Centre's website.
- Families will give permission concerning digital images etc.
- Families will be signposted to information about national/ local online safeguarding campaigns and literature.
- Families will reinforce the online safeguarding messages provided to their children in the Centre
- Families will follow safeguarding procedures regarding personal devices whilst in the Centre

Governors

- Governors will receive annual online safeguarding training
- Governors will receive reports regarding online safeguarding
- Governors will participate in school training/ information sessions for staff and parents, where possible
- Governors will receive basic level cyber security training
- Governors will receive training about the Centre's filtering and monitoring system

The Centre will:

Designate a person to undertake the role of Online safety co-ordinator, who is capable of addressing or acting appropriately with any issues which occur relating to technology. Ensuring that the Online safety co-ordinator:

- Remains up to date with all Online safety matters and guidance issued from the Local authority, or as recommended through such agencies as CEOP (Child Exploitation and Online Protection Centre);
- Is involved with the updating of the Centres Online safety Policy and Acceptable Use Policies;
- Fully aware of any incidents which occur, and the reporting/recording requirements needed; Any incidents will be recorded/reporting via the centres

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safeguarding/complaints/concerns procedure and the following information will be recorded in regards to Online safety:

- Date of the incident, name of individual(s) involved, device number/location, details of the incident, actions and reasons.
- Delivers training / advice, to staff, children, Governors and any other users, to ensure they are kept aware of updates.
- Ensure a safe and secure broadband from the Local Authority is inclusive of an effective web filter;
- Review all IT systems, including security regularly;
- Have sufficient, up to date virus protection available and in use;
- Ensure that all personal data will be appropriately protected according to the Data Protection Act
- Ensure that every action is taken to safeguard users of all the technology equipment throughout the Centre and its satellites.
- Ensure all users receive and sign a copy of the **Acceptable Use Agreement**

■ Technological devices

Centre Web Site/ Social media

- The creation of the Centre web site will only include contact details for the Centre, and no details relating to individual children or staff members.
- Photos used within the site will be with the permission of parents / carers, and staff members.
- The Headteacher / Head of Centre will have the ultimate responsibility for overseeing the materials used within the Centre web site.
- Senior leaders only have the responsibility of the Centre's social media page
- Photos of the children placed on the website & social media will not have the child's name linked to it.
- Anyone who has any concerns relating to any of the content on the website must direct them to the Online safety co-ordinator, or DSL's

Mobile Phones

- The use of mobile phones is not permitted where there are children in the building, by staff, children or any other Centre users.
- Should a child have a mobile phone with them, they are required to pass the phone to a member of staff until such times as the session is ended.
- Contractors must be reminded that they must not use mobile phones whilst in the Centre. If a contractor needs to take a picture of equipment or the premises, they must first discuss this with a member of the senior staff and ensure that no children are in the area before a photo is taken and the image must be purely of the area required.
- Staff/ parents and other professionals may access the internet in designated areas only, where no children are present

Use of USBs

- Any personal data saved to USBs must be encrypted.

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- No photographs should be stored on USBs and taken out of the Centre.
- Most USB sticks are now encrypted, but if you are at all unsure, please ask the IT Support who will show you how to encrypt the USB if necessary.

Digital Media (tablets / ipods / ipads)

- All images taken are considered personal data under the Data Protection Act, and must be treated accordingly. The images may be used purely for purposes agreed within the Centre, e.g. displays, website, brochures and marketing material, learning journeys including Sonar.
These images must not be used for any purpose, where the parents / carers have not signed in agreement.
- Parents are not permitted to take any photos within the Centre. Parents are reminded that any image of their child including any other children, must not be used or downloaded on any Social Network site.

Storage of Photographs / Videos

- All photographs taken to be used in Sonar or In the Moment planning, are automatically downloaded and removed from the device it was taken on.
- Any photographs taken for displays etc. will be saved to a secure drive on the Centre computer system. These photographs will be saved for a presently undefined time, after which they will be deleted by the IT co-ordinator.
- All photographs are vetted by senior staff to ensure photographs containing images of children, who for whatever reason are unable to be shown, are not used.
- When any photographs are used for advertising / publicity purposes, no child will be identified by their name.

CCTV Footage

- Footage of children and staff within the rooms, is relayed and saved to computer hard drives within the Centre.
- None of the cameras in the rooms are positioned in or overlook any sensitive areas, within the Centre.
- Access to the footage is password protected, and those with access is limited to the IT co-ordinator, Senior Administrator and Head of Centre.
- Footage is held for a period of 6 weeks after which time it is deleted from the system, unless there are any issues around a specific piece of footage in which case this is preserved for the duration of the query.
- In the event that some footage is needed as part of a query, this footage will be copied and given to the investigating member of staff. The original will then be preserved in an archive area of the server, for a period to be agreed by the Head of Centre. Once the query has been dealt with, the copied version of the footage will be deleted permanently.

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■ COMMUNICATION TECHNOLOGY

As new technology is introduced to the Centre, this policy will be updated, and all users made aware of all changes.

Email

- All staff have email access, which they are directed to use in a correct and professional manner for both internal and external communication.
- All staff will use MFA with their Microsoft Office account & emails for extra security
- Staff are permitted to access their own personal emails via the internet, but not within their working hours.
- All staff are responsible for the control of their emails, and to delete / save emails as appropriate; considering the fact that storage is not unlimited.
- Staff will be made aware that email communication can be monitored at any time, if it is felt necessary by the senior management.
- Any emails received by staff which is felt to be inappropriate must be reported immediately to the online safeguarding coordinator or a member of the senior leadership team.
- Individual children do not have emails addresses, though there are email addresses for groups which are monitored by the group Team Leader. These enable parents to contact the Team Leader directly, and address any issues.
- Misuse of the email system will be reported to the Head of Centre, who will act in accordance with the Centres Disciplinary Procedure.

Remote learning

- Senior leaders are in charge of remote learning and ensure this links to a reputable source and is age appropriate for the children.
- Remote learning is available by email to the parents of the children to ensure parental links.

Social Media (also see Social Networking and other social media sites Policy)

With widespread use of social media for professional and personal purposes a policy that sets out clear guidance for staff to manage risk and behaviour online is essential. Core messages should include the protection of learners, the Centre and the individual when publishing any material online.

Expectations for teachers' professional conduct are set out in the DfE Teachers Standards but all adults working with children and young people must understand that the nature and responsibilities of their work place them in a position of trust and that their conduct should reflect this.

The use of any social media sites within the Centre, must be carried out appropriately to maintain the integrity of the Centre.

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- Social networking applications include, amongst many:
 - Blogs
 - Forums
 - You tube
 - Tiktok
 - X
 - Instagram
 - Facebook

The Centre has its own page on a social media site, which is used to promote services and events held. This will be controlled by the Online Safeguarding Co-ordinator and a limited number of staff.

All material posted will be prepared in the first instance by a senior leader and any photos will be checked thoroughly to ensure that they are able to be published.

No names of children or staff will be published on the site, and permission will always be gained before any images are used.

Checks will be made regularly to ensure that no comments are added to the site, which are inappropriate or offensive to staff or children at the Centre.

Staff must be aware that they must not disclose any information through any social media site, relating to the Centre, Centre staff or users of the Centre.

Sonar

We use an on-line app 'Sonar' which allows staff to track and share a child's learning journey online with parents and careers, usually in the form of photographs and text. This tool has considerable benefits, including improved levels of engagement with parents and a reduction in paperwork, careful consideration has been given to safeguarding and data security principle.

Personal staff mobile phones or devices (e.g. iPad or iPhone) should not be used for any apps which record and store children's personal details, attainment or photographs. Only setting issued devices may be used for such activities, ensuring that any devices used are appropriately encrypted if taken off site. This is to prevent a data security breach in the event of loss or theft.

■ Filtering and Monitoring

The DfE guidance on filtering and monitoring in 'Keeping Children Safe in Education' states:

'It is essential that governing bodies and proprietors ensure that appropriate filtering and monitoring systems are in place. Governing bodies and proprietors should be

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doing all that they reasonably can to limit children's exposure to the risks from the Centre's IT system. As part of a process, governing bodies and proprietors should ensure their Centre has appropriate filtering and monitoring systems in place and regularly review its effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions on place and manage them effectively and know how to escalate concerns when identified'

Filtering

- Devices that are provided by the school have school-based filtering applied irrespective of their location.
- There are regular checks of the effectiveness of the filtering systems. Checks are undertaken across a range of devices and the results recorded and analysed to inform and improve provision.
- Filtering logs are reviewed regularly and alert the Designated Safeguarding Lead to breaches of the filtering policy, which are then acted upon.
- There is a clear process in place to deal with, and log, request/ approvals for filtering changes
- Young learners will use a child-friendly/ age appropriate search engine.
- The Centre has a mobile phone policy and where personal mobile devices have internet access through the school network, content is managed in ways that are consistent with Centre policy and practice.

Monitoring

- All Centre networks, devices and systems will be protected by secure passwords
- Password policy and procedures are implemented and are consistent with guidance from the National Cyber Security Centre.
- Administrator passwords for Centre systems are kept in a secure place
- There is a risk-based approach to the allocation of learner usernames and passwords
- There will be regular reviews and audits of the safety and security of school and technical systems
- Servers, wireless systems and cabling are securely located and physical access restricted
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems and devices from accidental or malicious attempts which might threaten the security of the Centre system and data.
- Appropriate system is in place for users to report any actual/ potential technical incident/ security breach to the relevant person, as agreed.
- Use of Centre devices out of the Centre is regulated by an acceptable use statement that a user consents to when the device is allocated to them
- Personal use of any device on the Centre network is regulated by acceptable use statements that a user consents to when using the network
- Staff members are not permitted to install software on a Centre-owned device without the consent of Senior Leaders

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- Systems are in place to protect and control personal data and data is encrypted

■ Data Protection

- The Data Protection Act (1998) applies to all materials used and produced throughout the Centre.
- All staff are responsible for ensuring they do not disclose any personal information, and that any personal information they use is not misused or lost.
- Passwords must not be disclosed, and all staff must ensure they log off correctly at the end of a working session.
- GDPR applies to all information given for staff, children and families.

■ References

- [Keeping Children Safe in Education, 2025](#)
- [360safe.org.uk](https://www.360safe.org.uk)
- [NSPCC.org.uk](https://www.nspcc.org.uk)
- [Saferinternet.org.uk](https://www.saferinternet.org.uk)
- [Gov.uk>guidance>safeguarding-and-remote-education](https://www.gov.uk/guidance/safeguarding-and-remote-education)

Online Safeguarding Lead: Hayley McArdle