Little Steps Day Care Ltd
Building to the Rear of:
56 Ravensden Road
Renhold
Bedford
Bedfordshire
MK41 0JY
Tel: 07340 956133

Online Safety

Purpose

The purpose of this policy is to ensure the safety and well-being of all children, staff, and families at Little Steps Day Care when using online and digital technologies. It outlines clear guidelines and expectations for responsible online behaviour, safeguarding practices, and appropriate use of technology within our childcare setting.

Scope

This policy applies to all staff, children, parents/carers, visitors, and volunteers who use or have access to internet-connected devices, digital resources, or communication platforms associated with the setting.

Aims

To protect children from online risks, including exposure to inappropriate content, cyberbullying, and online exploitation.

To support staff in the safe and effective use of digital technologies for educational and administrative purposes.

To educate children about safe and appropriate online behaviour as developmentally appropriate.

To maintain the confidentiality and privacy of all users.

Use of Digital Devices and the Internet

Children's access to the internet will be constantly supervised and restricted to age-appropriate content and educational activities.

Devices such as tablets or computers will have child-safe filters and parental controls enabled.

Children will only be permitted to use devices provided by Little Steps Day Care, which will have the highest parental controls enabled. No personal devices will be allowed, from parents or staff.

Staff Responsibilities

All staff will complete training on online safety and safeguarding procedures.

Staff will model appropriate online behaviour and ensure that any use of technology within the setting is safe and educational.

Personal use, for staff, of mobile phones and internet-enabled devices is restricted to designated break times and outside the care areas.

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Staff will not take or share photos/videos of children using personal devices.

Monitoring and Reporting

All internet use by children will be monitored by staff.

Any concerns about inappropriate content, cyberbullying, or online exploitation will be reported to the designated safeguarding lead (DSL) immediately.

Suspected breaches of this policy will be investigated and addressed following our safeguarding and disciplinary procedures.

Parental Involvement

Parents/carers will be informed about our online safety practices and encouraged to adopt similar measures at home.

Guidance and resources on online safety will be provided to support families in protecting children's digital well-being if required.

Social Networking

Social Networking is a part of everyday life and can be a great way to share news, ideas and have constructive discussions. However, it can only be used as such a tool when strict guidelines are followed.

Little Steps Day Care Ltd has a Facebook page available. This is a communication tool for the setting. We will use it to

- Promote certain events such as parent consultations, trips, social events & visitors
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events

Little Steps Day Care Ltd will never post pictures of the children on the internet, whether it be on Facebook, Twitter or our own website, unless parents have given consent. At no time will their be information posted that could lead to a child be identified, such as their name.

The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

- Name specific individuals in a negative way

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- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please contact the nursery manager.

Guidelines for Parents

We understand that many of you will use social media and enjoy sharing news and stories with your friends and family. We actively encourage you to share your experiences and news about Little Steps with others, however we ask that do not share confidential information, that you never mention names of other children or staff at the setting and that you respect other people's privacy. This is to protect the children, parents & families of the setting along with the staff.

Guidelines for Staff

Staff guidelines when using social media sites include but are not limited to:

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours, unless in their designated break and outside of the rooms where care takes place.
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Staff will not have the nursery name anywhere in their personal profile.
- Any breaches of this social networking policy could result in disciplinary action.

Policy Review

This policy will be reviewed annually or in response to significant changes in technology, regulations, or identified risks.

Reviewed on: 14/04/2025