


# CHIDDINGSTONE NURSERY SCHOOL CIO

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## Online Safety, Social Media, Mobile and Smart Technology Policy and Procedure

<b>Written by</b>	Jill McCoy & Sam Wells
<b>Ratified on behalf of Management Committee</b>	September 2021
<b>Date for Review</b>	September 2022
<b>Signed - Co-Chair(s) of Management Committee</b>	
<b>Signed - Nursery Leader</b>	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

## **Statement of Intent**

Chiddingstone Nursery School CIO recognises the value of ICT, but is also aware of its potential risks. The Nursery is responsible for ensuring the acceptable, safe use and storage of all camera/video and other ICT technology and images and ensure that all online safety practice is managed and implemented effectively within the requirements of the law.

KCSIE 2021 *"It is essential that children are safeguarded from potentially harmful and inappropriate online material"*. As an early years setting we have an effective whole nursery approach to online safety which empowers us to protect and educate children, parents/carers and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Our Designated Safeguarding lead (member of staff DSL) who co-ordinates child protection issues is:

**Mrs Jill McCoy**

Our Designated Person (a member of staff) who co-ordinates online safety issue is:

**Miss Sam Wells**

Policy approved by Management Committee (Management Committee Member responsible for safeguarding) is:

**Mrs Wendy Madgwick**

The date for the next policy annual review is September 2022 or earlier if legislation dictates.

## **Aims**

Chiddingstone Nursery School CIO recognises that Online safety is an essential element of safeguarding children and adults in the digital world. We have a responsibility to provide Internet access to support our educational curriculum, achievement and professional work of staff and enhance nursery management functions. Our duty of care is to ensure that children and staff are protected from potential harm online. The internet and associated devices such as computers, tablets, mobile phones, wearable technology such as Apple Watches, fitness trackers, and games consoles, are an important part of everyday life, which presents opportunities as well as challenges and risks. Children must be empowered to use the internet and IT devices in a safe way, to build resilience and to develop strategies to manage and respond to potential risks online.

This policy has been written by Chiddingstone Nursery School CIO building on the Kent County Council, The Education People online safety template. It takes into account the Department for Education statutory guidance, Keeping Children Safe in Education 2021, the Early Years Foundation Stage, Working Together to Safeguard Children 2019, and the local Kent Safeguarding Children Multi-Agency Partnership procedures.

The purpose of this online safety policy is to:

- Clearly identify the responsibilities of all members of the nursery with regards to the safe and responsible use technology to ensure that the nursery is a safe and secure environment.
- Safeguard and protect all members of Chiddingstone Nursery.
- Raise awareness with all members of Chiddingstone Nursery regarding the potential risks as well as benefits of technology.
- To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the nursery.
- Identify approaches to educate and raise awareness of online safety throughout the nursery community

### **Covid-19 Addendum**

During the Covid-19 pandemic first national lockdown in March 2020 we acknowledged the potential of an increased risk to children being online and exposed to illegal or inappropriate content. We identified the need and importance to supply parents/carers and the wider nursery community with additional online safety information through a variety of channels. As more children were, and continue to spend more time online.

We have a Remote Learning and Online Communication Acceptable Use Policy. During the national lockdown 2020 we provided learning activities and opportunities via Parentmail, Facebook and Tapestry.

The Remote Learning and Online Communication AUP provides details on staff expectations when communicating virtually. Staff may be expected to carry out staff meetings, parental consultations or meetings with outside agencies such as Specialist Teachers via Zoom or Microsoft Teams. Committee meetings continue to be held virtually. Any virtual meetings with parents, or outside agencies will be conducted at nursery, using a nursery owned device where possible.

As a nursery we recognise that:

- The online world provides children, young people, parents, and staff with many opportunities; however, it can also present risks and challenges
- We have a duty to ensure that all children, staff and parents involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using the nursery's network and IT devices
- All children, regardless of age, disability, gender, race, religion or belief, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, parents/carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.
- Any forms of abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Chiddingstone Nursery School CIO identifies that the issues classified within online safety are considerable, but can be broadly be categorised into four areas of risk:

- 1) **Content: What they may see:** being exposed too illegal, inappropriate or harmful material. Inadvertently giving apps/websites permission to share their location or other personal details. Spending real money via in-app purchases.
- 2) **Contact: Who might be communicate with them:** being subjected to harmful online interaction with other users, such as being abused online by people they do or do not know. Sending images or information to people on the device's contact list.
- 3) **Conduct: How they might behave:** personal online behaviour that increases the likelihood of, or causes, harm. Exhibiting unhealthy behaviours and boundaries around their use of screens. Using words or terminology which is not appropriate for their age.
- 4) **Commerce: Commercial content, for example inappropriate advertising, spam emails or being asked for sponsorship.** Risks such as online gambling, phishing and or financial scams. Young people can be unaware of hidden costs and advertising in apps, games and websites. Privacy and enjoyment online can sometimes be affected by advertising and marketing schemes, which can also mean inadvertently spending money online. Personal information being stolen, and being used fraudulently. If you feel your children, parents/carers or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)

This policy applies to all staff, including Management Committee, visitors, volunteers and other individuals who work for or provide services on behalf of the Nursery (collectively referred to as 'staff' in this policy), as well as children and parents/carers.

This policy applies to all who have access to the internet and use of technology devices. Ensuring that appropriate risk assessments, and online self-evaluations are undertaken regarding the safe and responsible use of technology.

## **Links with Other Policies and Procedures**

This policy links with several other nursery policies and procedures, including, but not limited to; -

- Behaviour Policy
- Online Risk Assessments and Self-Evaluations
- Acceptable Use Policies
- Discipline Policy
- Child Protection and Safeguarding Policy
- Confidentiality Policy
- Image Use Policy
- Data Protection and Information Handling

## **Monitoring and Review**

Technology evolves and changes rapidly, as such Chiddingstone Nursery School CIO will review this policy annually, and will be revised following any national or local policy updates, any local child protection concerns, and/or changes to our technical infrastructure.

We will regularly monitor internet use taking place via our provided devices and systems, and evaluate online safety mechanisms, and practices to ensure that this policy is consistently applied. Any issues identified via monitoring will be incorporated into our action plan.

To ensure they have oversight of online safety the nursery manager, Jill McCoy will be informed of any online safety concerns, alongside our designated member of the management committee who has overall responsibility for online safety.

The policy has been approved and agreed by the Co-Chairs of the Management committee.

## **Roles and Responsibilities**

Mrs Jill McCoy is the nursery's Designated Safeguarding Lead (DSL), and has overall responsibility for Safeguarding, Child Protection including Online Safety. Jill McCoy

works collaboratively with the Online Safety Co-coordinator and IT Manager Miss Sam Wells.

Chiddingstone Nursery recognises that all members of the nursery community have important roles to play with regards to online safety.

All staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels, and in daily life.

### **The Leadership and Management Team Will:**

- Create a whole setting culture that incorporates online safety throughout all elements of nursery life, to enable all children to develop an age appropriate understanding of online safety and the associated risks.
- Ensure that online safety is viewed as a safeguarding issue and that nursery practice is in line with national and local recommendations and requirements.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety, Acceptable Use Policies for staff and parents. Also, Staff code of conduct which covers appropriate professional conduct and the use of technology.
- To work with staff who have technical knowledge to ensure that suitable and appropriate filtering and monitoring systems are in place. Also monitoring the safety and security of nursery systems and networks.
- Support the DSL and Online Safety Coordinator by ensuring they have enough time and resources to carry out their responsibilities.
- Ensure robust reporting channels are in place for the nursery community to access regarding online safety concerns.
- Ensure that appropriate risk assessments and online self-evaluations are undertaken regarding the safe use of technology and devices.
- Auditing and evaluating current online safety practice to identify strengths and any areas for improvement.
- Ensure that staff and parents/carers are proactively engaged in activities which promote online safety.

### **The Designated Safeguarding Lead (DSL) Will:**

- Act as a name point of contact within the nursery on all online safeguarding issues.
- Liaise with other members of staff, including nursery SENCO Mrs Megan Downing, Designated Online Safety Coordinator and IT Manager Miss Sam Wells, who also provides IT technical support.
- Ensure that appropriate referrals are made to relevant external agencies as required.

- Work alongside the nursery's DSL and deputy DSL Mrs Megan Downing to ensure online safety is recognised as part of the settings safeguarding responsibilities, and that a coordinated whole nursery approach is implemented.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant and up to date knowledge to keep children safe online. This also includes recognising the additional risks children with SEND, or vulnerable children face online.
- Ensuring all members of staff receive regular, up-to-date Online Safety training.
- Keeping up-to-date with current research, legislation and trends regarding online safety, and communicate this to the nursery community as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensuring 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/incidents, as well as actions taken as part of the nursery's safeguarding recording mechanism.
- Monitor online safety incidents to identify gaps/trends and use this data to update the nursery education response and the nursery's policies and procedures
- Report online safety concerns as appropriate to the nursery's management team and management committee.
- Ensure that nursery practice and data security is in line with General Data Protection Regulation 2018 and current legislation.
- Work with the nursery's deputy DSL and Online Safety Coordinator to review and update the online safety policies, AUPs and other related policies on a regular basis (at least annually) and integrated with other appropriate nursery policies and procedures.

### **It is the Responsibility of all Members of Staff to:**

- Read and adhere to the nursery's online safety policy, acceptable use policy, and staff code of conduct.
- Take responsibility for the security of IT systems, devices and the electronic data they use/have access to.
- Model good practice when using IT devices with children, and embed online safety education in the nursery's curriculum whenever possible.
- Maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in the nursery's daily educational curriculum whenever possible.
- Have an awareness of a range of online safety issues, and how they may be experienced by the children in our care.
- Identify online concerns and take appropriate action by following the nursery's safeguarding policies and procedures.

- Know when and how to escalate online safety issues, including reporting to the DSL, online safety coordinator, and signpost parents/carers to support, either internally or externally.

### **It is the Responsibility of Staff Managing the Technical Environment to:**

- Provide technical support and perspective to the DSL, especially in the development and implementation of appropriate AUP's, online safety policies and procedures.
- Implement appropriate security measures including installing Internet Security software on all IT devices to ensure the nursery's IT infrastructure is secure, and not open to misuse or malicious attack.
- Ensure appropriate technical support, and ensure the DSL has access to the filtering and monitoring, to enable them to take appropriate safeguarding action if required.
- To ensure that suitable access controls including Pin/ Passwords access, and encryption is implemented to protect personal and sensitive information held on nursery owned devices.
- Ensure that appropriately strong passwords are applied, and changed regularly.
- Report any filtering breaches to the DSL and management committee, as well as, the nursery's Internet Service Provider, or other services as appropriate.
- Ensure that any monitoring or filtering breaches are reported to the DSL and online safety coordinator.
- Follow the nursery's IT maintenance schedule to ensure the safety and security of IT devices and systems.

### **It is the Responsibility of Parents and Carers to:**

- Role model safe and appropriate use of technology and social media at home.
- Read and adhere to our acceptable use policy.
- Support the nursery's online safety approaches by discussing online safety issues with their children, and reinforcing appropriate and safe online behaviours at home.
- Seek help and support from the nursery or other outside agencies, if they or their child encounters online issues.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by the new and emerging technologies that their children access and use at home.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.



As a nursery we are acutely aware of our responsibilities to keep children and young people safe when interacting with IT devices and online, we will seek to keep children and young people safe by:

- Providing clear and specific expectations to staff on how to behave online through our staff code of conduct, AUP's which sit alongside our other nursery policies and procedures
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Asking parents to read, sign and adhere to a parent Acceptable Use Policy
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult, parent/carer or a child/young person
- Reviewing and updating the security of our IT systems regularly
- Ensuring that user names, logins, email accounts and strong passwords are used effectively
- Ensuring all personal information about the staff, families and other personal/sensitive information associated with the nursery is held securely and shared only as appropriate.
- Ensuring that images of children, and their families are used only after their written permission has been obtained, and only for the purpose for which consent has been given. This is covered within our separate Image Use policy.
- Providing supervision, support and training for staff
- Examining and risk assessing any social media platforms and new technologies before they are used within the nursery.

## **Education and Engagement Approaches**

### **Education and Engagement with Children and Young People**

Online safety is embedded throughout the nursery curriculum, to raise awareness of the importance of safe and responsible use of the internet, and IT devices with children by: -

- Implementing age appropriate peer education approaches, for example teaching the children to say, "kind hands", "kind words", "stop, I do not like it".
- Creating a safe environment in which children feel comfortable to say what they feel.
- Making informed decisions to ensure that any educational resources used are appropriate for children.
- Age appropriate Online Safety Posters, and story books are posted next to the children's computer. The nursery also uses 'Smartie the Penguin'. An age appropriate

early years story created by Childnet to engage children in the importance of staying safe online.

- Reinforce online safety messages whenever technology or the internet is used.

## **Special Educational Needs and Disabilities, Supporting Children with SEND and Vulnerable Children**

Chiddingstone Nursery School CIO recognises that any child can be vulnerable online, and vulnerability can fluctuate depending on their age, development stage and personal circumstances. However, there are some learners including SEN, looked after children, EAL, or children experiencing trauma or loss, who may be more susceptible or may have less support in staying safe online.

We will ensure that differentiated and appropriate online safety education, access and support is provided to vulnerable learners. We see the importance of implementing a range of targeted/differentiated online safety strategies in order to enable children with SEND to access the internet safely, appropriately and learn about staying safe online. This includes an age appropriate Online Safety Poster in Communication in Print, to support children with SEND understand how to stay safe online, located next to the children's computer. As an inclusive setting we acknowledge that children with SEND, or supported children want to engage in the same ICT activities as their peers, but may not have the same understating of associated risks. ICT activities are planned taking into account each child's individual needs and abilities, and can be adapted as needs be. Staff are aware of the associated risks that children with SEND may face online and that they are more likely to experience online issues, including cyberbullying, online grooming and exploitation. Staff have annual online safety training which covers children with SEND and the associated risks they face when online or using technology.

Similarly, children with SEND are more likely to have their internet use restricted, and therefore have limited opportunities to learn through experience, develop resilience or seek support.

The nursery will seek input from specialist staff as appropriate, including the nursery's SENCO, Mrs Megan Downing, and other outside agencies as appropriate. The nursery's Online Safety Co-ordinator/IT Manager Miss Sam Wells works collaboratively with the nursery SENCO, to ensure children with SEND and Vulnerable children are supported with all aspects of online safety. Our nursery website has useful links for parents/carers about supporting children with SEND online.

We develop collaborative understanding of the terminology used to children with SEND, as some children can find abstract language and concepts confusing, so they are provided with clear messages that cannot be open to interpretation.

## **Training and Engagement with Staff**

This policy will be formally provided to and discussed with all members of staff as part of the induction process, and will be reinforced and highlighted as part of our safeguarding responsibilities.

We provide up-to-date and appropriate online safety training for all staff which is integrated, aligned and considered as part of our overarching safeguarding approach, including advice on safe and responsible Internet and IT devices use both professionally and personally. Online Safety training is given to all staff annually as part of existing safeguarding training/updates.

Staff training will cover the potential risks posed to children (Content, Contact, Conduct and Commerce), as well as the specific risks children with SEND face when engaging with technology and the internet, and our professional practice expectations.

All members of staff will be made aware that their online conduct, including personal use of social media can have an impact on their role, their reputation and that of the nursery. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

Ensure all members of staff are aware of the procedures to follow regarding online safety concerns involving children, colleagues or other members of the community.

## **Awareness and Engagement with Parents and Carers**

Chiddingstone Nursery School CIO 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 build a partnership approach to online safety with parents and carers by providing information, advice and guidance in a variety of formats. Including, via Parentmail, leaflets, and the nursery's website has a dedicated section on Online Safety with useful links for further information.

Parents' attention will be drawn to the nursery online safety policy and expectations. Parents will be encouraged to read and sign the nursery's Acceptable Use Policy and discuss its implications with their children.

## **Reducing Online Risks**

Chiddingstone Nursery School CIO recognises that the internet is a constantly changing environment with new apps, devices, websites and materials emerging at a rapid pace. These will be examined for educational benefit, and appropriately risk assessed. As a nursery 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 nursery is permitted.
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that access is appropriate.
- The nursery will take all reasonable precautions to ensure that children access only appropriate material. We have clear procedures to follow if breaches or concerns arise.
- All members of the nursery community are made aware of our expectations regarding safe and appropriate behavior online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence. This is clearly outlined in our acceptable use of technology policies and highlighted through training.
- Methods to identify, assess and minimise online risks will be reviewed regularly by the nursery team.

## **Safe Use of Technology**

Chiddingstone Nursery School CIO uses a wide range of technology and devices. These include, computers, laptop, I-pads, tablet computers, digital cameras and mobile phone. The internet is used both as an educational resource, and to conduct nursery business, including emails.

All nursery owned devices will be used in accordance with our acceptable use policies and with appropriate safety and security measure in place, including password/pin required to gain access. Devices automatically lock or will be locked after use to prevent unauthorised access.

Members of staff will always evaluate websites, games, videos fully before child interaction.

We will ensure that the use of internet derived materials by staff complies with copyright law and acknowledge the source of information. Access to the internet by children is only undertaken with an adult.

## **Filtering and Monitoring**

Chiddingstone Nursery School CIO's broadband connectivity is provided through BT.

The nursery uses filtering and monitoring system which blocks sites which can be categorised as illegal or inappropriate. We do not rely on filtering and monitoring alone to safeguard children when using devices, we use robust risk assessments, self-evaluations and vet online games, videos before child interaction. Should a staff member notice anything inappropriate such as a pop up or advert the device will be immediately switched off, and reported to the Online Safety Coordinator Miss Sam Wells.

Chiddingstone Nursery's leadership team, alongside staff with technical expertise have ensured that the nursery has age appropriate filtering and monitoring in place, to limit children's exposure to online risks.

The nursery manager, alongside staff with technical knowledge will ensure that regular checks are made to ensure that our filtering and monitoring methods are effective and appropriate.

All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard children; effective classroom management and regular education about safe and responsible use is essential.

Any filtering breaches are reported immediately to the Designated Safeguarding Lead Mrs Jill McCoy, in line with the nursery's safeguarding policy. Miss Sam Wells Designated Online Safety Co-coordinator and IT Manager will also be notified. Filtering and monitoring breaches are acted upon and recorded in the Online Safety folder.

Should there be a disclosure from a child concerning a specific website, or online content, the member of staff will report the concern (including the URL of the site if possible) immediately to the Designated Safeguarding Lead, and the Designated Online Safety Lead.

Any material/website that the nursery believes is illegal will be reported immediately to the appropriate agencies, such as: IWF, Kent Police or CEOP, and will be recorded in the Online Safety folder.

## **Managing Personal Data Online**

Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations 2018 and Data Protection legislation. Full information on managing personal data online can be found in our GDPR Data Protection and Information Sharing Policy, which is in our policy folder in the entrance hall. Mrs Jill McCoy is the nursery's Data Protection Officer.

## **Security and Management of Information Systems**

Chiddingstone Nursery School CIO takes appropriate and robust steps to ensure the security of our information systems, including: -

- Virus protection updated annually.
- Personal data sent over the Internet or taken off site (such as via portable media storage) will be encrypted, and password protected, or accessed via appropriate secure remote access systems.
- Not downloading unapproved software on work devices, without prior permission from Mrs Jill McCoy or Miss Sam Wells, or opening unfamiliar email attachments.
- Preventing, as far as possible, access to websites or tools which could compromise our systems.
- Regularly checking files held on our network/computer and deleting as appropriate under the General Data Protection Regulation 2018.
- Ensure that all staff log off / locks IT devices after use to prevent unauthorised access. The admin computer automatically locks after 5 minutes of inactivity.
- The nursery has robust risk assessments and self-evaluation in place to ensure the safe use of nursery ICT equipment and systems.
- Passwords changed every two to three months
- IT maintenance schedule in place to ensure our nursery systems are checked and updated to safeguard nursery data and systems.

## **Password Policy**

All nursery related passwords are strong to keep files and systems secure. All nursery passwords are kept confidential, and never given out to a third party. Some nursery system passwords such as Parentmail, Facebook and the nursery website are limited to designated staff only. Staff members have their own individual pin to access Tapestry,

our online learning journal, via tablet computers and a laptop. Staff have access to group login information.

Passwords are changed regularly to reduce the risk of unauthorised access being granted which may compromise the nursery's IT systems. We have an IT maintenance schedule in place to ensure all our IT devices and systems are kept up to date and secure.

## **Managing the Safety of Our Website**

We ensure that our website complies with guidelines for publications including, accessibility, General Data Protection Regulation 2018, respect for intellectual property rights, privacy policies and copyright. Staff, parent or children personal information will not be published on our website, the contact details on the website will be the nursery's only.

The administrator account for our website will be secured with an appropriately strong password. The nursery will post information about safeguarding, including online safety, on the nursery website for members of the community.

The nursery leader (DSL), nursery administrator, and management committee will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.

## **Publishing Images and Videos Online**

We will ensure that all images and videos shared online are used in accordance with the associated policies and procedures including, (but not limited to) Image Use policy, GDPR Data Protection and Information Sharing Policy, Acceptable Use Policies, Staff Code of Conduct, Online Safety and Social Media policy.

## **Managing Email**

Access to the nursery's email systems will always take place in accordance with General Data Protection Regulation 2018, and in line with nursery policies, including, AUP, Code of Conduct and Confidentiality.

All members of staff use the nursery email address for any official communication. The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider BT. Any electronic communication which

contains sensitive, confidential or personal information will only be sent using secure, encryption and password protection.

The nursery PTA use email addresses of parents by obtaining their email address directly and are not provided by the nursery.

Members of the nursery community will immediately tell Mrs Jill McCoy DSL, or Miss Sam Wells (Designated Online Safety Coordinator), if they receive offensive communication, and this will be recorded in the nursery's safeguarding records.

## **Staff Email**

All staff at Chiddingstone Nursery have a dedicated nursery Gmail email address, which is used for nursery business only.

Confidential information is not to be shared without prior authorisation by the Nursery Leader or deputy, at any time. Staff are aware that they do not conduct personal business using either the nursery computer, or their individual nursery Gmail account. Authorisation must be sought from the Nursery Leader if any email is sent out from a staff's individual Gmail account. Once employment has ceased at Chiddingstone Nursery, the Gmail account must be deleted.

## **Management of Application Used to Record Children's Progress**

The nursery uses Tapestry. An Online Learning Journal to track the children's progress and share appropriate information with parents/carers. The use of Tapestry is robustly risk assessed by the manager (DSL), and the Tapestry administrator (IT Manager). The nursery leader is ultimately responsible for the security of any data or images held of children, who works collaboratively with the nursery's Tapestry administrator.

Parents/carers complete a Tapestry permission form included in the Welcome Pack; this written consent is obtained before their child/ren's Tapestry account is created.

Chiddingstone Nursery fully complies with the General Data Protection Regulation 2018 in relation to the storage, permission and use of both parents, and children's personal data.

Only nursery devices will be used to record observations on Tapestry. Personal staff mobile phones or devices will not be used to access or upload content. All users will be



advised regarding safety measures, such as using strong passwords, and logging out of systems. Parents are informed of the nursery's expectations regarding safe and appropriate use (e.g. not sharing passwords or sharing images) prior to being given access.

## **Social Media**

The nursery's social media policy is used to safeguard and promote the welfare of all members of Chiddingstone Nursery School CIO community when using social media. Chiddingstone Nursery recognises that online safety is an essential part of safeguarding and acknowledge our duty to ensure that all children, parents, and staff are protected from potential harm when using social media.

The expectations regarding safe and responsible use of social media applies to all members of Chiddingstone Nursery School CIO's community, and exist in order to safeguard both the nursery and the wider community.

The term social media applies to all use of social media; and includes, but is not limited to, blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger apps or other online communication services.

Information about safe and responsible use of social media will be communicated clearly and regularly to all members of Chiddingstone Nursery community.

All members of Chiddingstone Nursery community are expected to engage in social media in a positive and responsible manner, alongside being advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.

Any use of social media, apps or learning platforms, to carry out remote learning will be robustly risk assessed by the DSL, Mrs Jill McCoy and IT Manager Miss Sam Wells prior to use, and will take place in accordance with our Remote Learning and Online Communication Acceptable Use policy.

Any concerns or breaches regarding the online conduct of any member of Chiddingstone Nursery community on social media will be taken seriously and reported to the nursery leader. These will be managed in accordance with the appropriate policies, including behaviour policy, allegations against staff, parental IT AUP, staff code of conduct, staff AUP's and safeguarding/child protection.

## **Staff Personal Use of Social Media**

Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of the nursery's Acceptable Use Policy, and code of conduct.

The safe and responsible use of social media sites will be discussed with all members of staff as part staff induction and will be revisited and communicated via annual online safety training.

## **Reputation**

All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the nursery. Civil, legal or disciplinary action may be taken if staff are found to bring the profession into disrepute, or if something is felt to have undermined confidence in their professional abilities.

All members of staff are advised to safeguard themselves and their privacy when using social media. This may include, but is not limited to:

- Setting appropriate privacy levels on their personal accounts/sites.
- Being aware of the implications of using location sharing services.
- Opting out of public listings on social networking sites.
- Logging out of accounts after use.
- Using strong passwords.
- Ensuring staff do not represent their personal views as being that of the nursery.

Advice will be provided to staff via annual online safety, and by sharing guidance and resources on a regular basis. We also have *Social Media Guidance* for staff in the online safety folder.

Members of staff are encouraged not to identify themselves as employees of Chiddingstone Nursery on their personal social networking accounts. This is to prevent information being linked with the nursery and to safeguard the privacy of staff members and the wider community.

All staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies and the wider professional reputation and legal framework. All members of staff are encouraged to carefully consider the information, including text and images, they share and post on social media. Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

Information and content that staff members have access to as part of their employment, including photos and personal information about children or their families, or colleagues will not be shared or discussed on social media sites. Members of staff will notify Mrs Jill McCoy or Miss Sam Wells immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the nursery.

## **Communicating with Learners and their Families**

Staff are advised not to communicate with, or add as "friends" of any current or past parents via any personal social media sites. Staff are asked to declare any existing relationship or exceptions that may compromise this to the nursery leader and DSL, Mrs Jill McCoy. If ongoing contact with family members is required once they have left the nursery, staff members will only use official nursery communication devices.

Chiddingstone Nursery email address will not be used for setting up personal social media accounts.

Any communication from learners and parents received on personal social media accounts will be reported to the nursery leader, DSL Mrs Jill McCoy and the designated online safety lead Miss Sam Wells.

Any complaint about staff misuse of social media or policy breaches will be taken seriously in line with our child protection and allegations against staff policy.

## **Official Use of Social Media**

Chiddingstone Nursery School CIO's official social media channels is Facebook, which is used as a communicational tool for engaging and promotional purposes only. Official use of social media sites by the nursery will only take place with clear educational or community engagement objectives with specific intended outcomes, and has been robustly risk assessed and approved by the nursery leader and IT Manager.

All communication on official social media platforms by staff will be clear, transparent and open to scrutiny. Chiddingstone Nursery does not accept "Friend" requests on Facebook.

Staff managing the nursery's Facebook page sign a Social Media Acceptable Use Policy to ensure they are aware of the required behaviours and expectations, including: -

- Being professional, responsible, credible, fair, honest and act as a positive ambassador for the nursery.
- Will consider how the information being published could be perceived or shared.
- Always act within the legal frameworks they would adhere to within the workplace including libel, defamation, confidentiality, copyright, data protection and equalities laws.
- Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
- Inform the nursery manager, or deputy of any concerns, such as criticism or inappropriate content.
- Will only use the nursery email address to register, and manage the account. Only members of the leadership team have access to account information and login details.
- Not engaging with any private or direct messaging with current or past learners or their family members. Any pre-existing relationship or circumstances, which could compromise staff's ability to comply with this, will be discussed with the DSL
- Inform the nursery leader Mrs Jill McCoy or Miss Sam Wells IT Manager of any concerns, such as criticism, inappropriate content or contact from learners/parents.

Public communications on behalf of the nursery will, where appropriate be read and agreed to by the manager, or deputy before uploading. Official social media account is suitably password protected. Official social media use will be conducted in line with existing nursery policies, including but not limited to, AUP's, Data Protection, Image Use, Confidentiality, and Child Protection.

Images or videos of children will only be shared on official social media sites in accordance with the image use policy. No identifiable features of children will be displayed/uploaded without prior written permission from parent/carer.

Information about safe and responsible use of social media channels will be communicated clearly and regularly to all members of the community.

## **Dealing with Complaints on Social Networking Sites**

Chiddingstone Nursery School CIO is acutely aware of people using social networking sites for information about educational settings, and to express their views and opinions. We have procedures in place to deal with any complaints, or inappropriate comments made against the nursery via social media.

If the nursery becomes aware of any information that is regarded as inappropriate we will gather evidence to establish the facts. Including, but not limited to, screenshots, print-outs, dates, times. All of which will be recorded using nursery complaints forms and monitored and reviewed as necessary.

Staff are made aware that they, under no circumstances respond to any inappropriate comments that have been made on social media, and must report them immediately to the nursery leader, and the designed online safety lead.

If a comment is made against a specific member of staff the nursery leader will reassure and support. Depending upon the nature of the comment the nursery leader may seek support from outside agencies, for example LADO (Local Area Designated Officer).

If a complaint was posted on social media from an existing parent or carer, the nursery leader will arrange a meeting, to resolve the issue, and our Complaints Policy and procedure will be implemented.

If the person is unknown to the nursery, we will report the content to the site concerned, and seek further advice from outside agencies if required.

All members of the nursery community, including staff, parents, carers, PTA, visitors, Management Committee use social media in accordance with our Acceptable Use Policy. Chiddingstone Nursery actively engages parents in the safe use of social media, using various forms of communication.

We have further advice and guidance about how to remove and report inappropriate messages or comments in the Online Safety folder in the nursery office. We also have a flow chart "What to do if a Complaint is made on a Social Networking Site" in the Online Safety folder.

## **Staff Use of Smart Technology, Devices and Mobile Phones**

Chiddingstone Nursery School CIO recognises our duty to safeguard and promote the welfare of all our nursery community when using mobile devices and smart technology. We also have a duty to protect children, young people, staff and families from potential harm when using mobile and smart technology.

We recognise that personal communication through mobile technologies is an accepted part of everyday life for, staff and parents/carers but requires that such technologies need to be used safely and appropriately within nursery.

This applies to the access, and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as fitness trackers. Will take place in accordance with the law and other appropriate nursery policies in particular online safety.

Electronic devices of any kind that are bought into nursery are the sole responsibility of the user/owner, the nursery accepts no responsibility for the loss, theft or damage of IT devices.

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the nursery community. Any breaches will be dealt with in accordance with nursery policies. All members of Chiddingstone Nursery community will be advised to ensure that their mobile phones/personal devices do not contain any content which may be considered to be offensive, derogatory, illegal or would otherwise contravene the nursery policies.

Members of staff will ensure that the use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant nursery policy and procedures, such as confidentiality, child protection, data security code of conduct and Acceptable Use Policies. Staff are aware that they do not use their personal devices in specific areas of nursery, such as the toilets or nappy changing area.

Staff will be advised to: -

- Keep mobile phones and personal devices in a safe and secure place. Staff mobile phones are either stored in a box within the main nursery, out of the reach of children, or in staff bags, which are locked away during nursery hours.
- Staff are only authorised to use their personal mobile phones in an emergency, and in the event of the nursery landline being unavailable. Authorisation must be sought from the nursery leader before an individual can use their mobile phone.
- The use of personal mobile phones is only permitted in designated areas of nursery.
- Members of staff are not permitted to use their own personal phones, or devices to contact parents/carers. Any pre-existing relationship of circumstances, which could compromise staff's ability to comply with this, will be discussed with the DSL.
- Take steps to protect their mobile phones or personal devices from loss, theft or damage.
- Use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- The use of wearable devices, such as Fitbit's and other smart watches are allowed to be worn by staff in nursery. However, the use of "smart" watches such as the

Apple Watch which has the functionality to take pictures/record video/audio are not permitted to be worn in nursery.

- Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Staff will not use personal devices to take photos or videos of children and will only use nursery provided equipment for this purpose.
- If a member of staff breaches our policy, action will be taken in accordance with our staff code of conduct and allegations policy.
- Any allegations, or breaches of this policy involving staff use of personal mobile phone or devices will be responded to following the nursery allegations management policy.
- If a member of staff is thought to have illegal or inappropriate content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the Police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our Allegations Policy.

## **Visitors Use of Mobile and Smart Technology**

Parents/carers and visitors must not use mobile phones, cameras, wearable technology, which has the capability to take photos/record video/audio, or any other personal devices whilst with the children in the setting. Visitor's personal devices will be left in the nursery office with personal belongings. If it is needed for emergency reasons parents inform the Nursery leader or Deputy Leader.

Staff are expected to challenge use and will always inform the Designated Safeguarding Lead of any breaches of use by visitors. The nursery has appropriate signage to inform parents, carers, visitors and other members of the nursery community that "No Electronic Devices are to be Used in Nursery".

Visitors, including volunteers, contractors, students who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.

## **Officially Provided Nursery Mobile Phone and Devices**

Chiddingstone Nursery has a dedicated mobile phone, where both children, parents, carers, management committee and staff telephone numbers are stored in accordance with General Data Protection Regulation 2018, Confidentiality and other relevant policies and procedures.

The nursery mobile phone is only used by staff, and is suitable protected via a pin number. When the nursery mobile phone is taken off site, this includes, but not limited to, outings, fire practices, nursery activities, it is stored in the nursery outing bag. Out of nursery hours the mobile phone is stored in a lockable cabinet.

The nursery also has a selection of IT devices, including I-Pads, Tablets, laptops and cameras provided by the nursery, to conduct nursery business.

Any staff member who provides remote learning or online communications will do so using Chiddingstone Nursery's provided equipment in accordance with our Remote Learning and Online Communication AUP where possible.

The nursery mobile phone and devices will always be used in accordance with AUP's, image use policy, code of conduct, GDPR and Data protection legislation.

Staff are informed that activity on nursery devices and mobile phone may be monitored for safeguarding reasons and to ensure policy compliance.

The nursery's mobile phone, and IT devices are used in accordance with the Online Safety, and other relevant nurseries policies and procedures.

## **Responding to Online Safety Incidents**

All members of the nursery community will be made aware of the reporting procedure for online safety concerns, including breaches of filtering, peer on peer abuse, cyberbullying, sexting (youth produced sexual imagery), online sexual violence and harassment, online abuse, exploitation and illegal content. The nursery has a Responding to an Online Safety Concern Flowchart next to the children's computer, and in the Online Safety folder.

All members of the nursery community will respect confidentiality and the need to follow the official procedures for reporting concerns. Both staff and parents will be made aware of the nursery's whistleblowing policy.

We require staff, parents and carers to work in partnership with us to resolve online safety issues.

After any investigations are complete, the nursery manager, and committee will debrief, identify lessons learnt and implement any policy or procedural changes as required.

If we are unsure of how to proceed with an incident or concern, the nursery's DSL, Mrs Jill McCoy, or deputy DSL, Mrs Megan Downing will seek advice from the Education



Safeguarding Service. Where there is a concern that illegal activity has taken place, we will contact the Police using 101, or 999 if there is immediate danger or risk of harm as appropriate.

If information relating to a specific incident or a concern needs to be shared beyond our community for example if other local settings are involved or the wider public may be at risk, the DSL and nursery manager will speak with the Police and the Education Safeguarding Service first, to ensure that potential criminal or child protection investigations are not compromised.

## **Concerns About a Child's Online Behaviour or Welfare**

The DSL, nursery leader, and deputy manager will be informed of all online safety concerns involving safeguarding or child protection risks in line with our child protection policy. The nursery has a Responding to an Online Safety Concern flow chart displayed next to the children's computer, and in the Online Safety folder located in the office. All concerns about children will be recorded in line with our child protection policy.

Chiddingstone Nursery School CIO recognises that whilst risks can be posed by unknown individuals or adults online, children can also abuse their peers, all online peer on peer abuse will be responded to in line with our child protection and behavior policy.

The DSL and deputy will ensure that online safety concerns are escalated and reported to, relevant partner agencies in line with local policies and procedures. We will inform parents/carers of online safety incidents or concerns involving their child, as and when required.

## **Concerns About Staff Online Behaviour and/or Welfare**

Any complaint about staff misuse will be referred the nursery manager Jill McCoy in accordance with our allegations against staff policy. Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).

Appropriate disciplinary, civil and/or legal action will be taken in accordance with our staff code of conduct, and other relevant nursery policies and procedures. Welfare support will be offered to staff as appropriate.

## **Concerns About Parent/Carer Online Behaviour and/or Welfare**

Concerns regarding parent/carers behavior and/or welfare online will be reported to the nursery manager (DSL), or the deputy. The nursery manager will respond to concerns in line with existing policies, including but not limited to child protection, behavior policy, complaints, allegations against staff, acceptable use of technology policies. Civil or legal actions will be taken if necessary. Welfare support will be offered to parents/carers as appropriate.

## **Procedures for Responding to Specific Online Concerns**

### **Youth Produced Sexual Imagery ("Sexting")**

Chiddingstone Nursery recognises youth produced sexual imagery (also known as "Sexting" is a safeguarding issue. "Sexting" is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is an offence to process, distribute, show and make indecent images of children.

The Sexual Offences Act 2003 defines a child for the purpose of indecent images, as anyone under the age of 18.

Chiddingstone Nursery acknowledges that while "Sexting" may not directly affect children of nursery age, it is important that staff are aware of the issues surrounding "Sexting", as it may affect their own children, or that of siblings of children that attend the nursery.

All concerns surrounding "Sexting" will be reported to, and dealt with by the nursery DSL, or deputy. We will not view any suspected youth produced sexual imagery, unless there is no other option, or there's a clear safeguarding need or reason to do so. This will only be viewed by the nursery's DSL, or deputy DSL.

If we are made aware of an incident involving the creation or distribution of youth produced sexual imagery, we will: -

- Act in accordance with our child protection policy, and the relevant local procedures
- Store any devices containing potential youth produced sexual imagery securely.
- Make a referral to Children's Social Work Services and/or the police as required.
- Any images will only be deleted once the DSL has confirmed that other agencies do not need to be involved and are sure that to do so would not place a child at risk or compromise an investigation.

## **“Upskirting”**

The Voyeurism (Offences) Act 2019 commonly known as the Upskirting Act. 'Upskirting' is where someone takes a picture under a persons clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of obtaining sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any sex, can be a victim.

“Upskirting” will be dealt with in the same way as “Sexting” detailed above.

## **Online Abuse and Exploitation (Including Child Sexual Abuse and Sexual or criminal Exploitation)**

Chiddingstone Nursery recognises online abuse and exploitation, including sexual abuse and sexual or criminal exploitation, as a safeguarding issue and all concerns will be reported to, and dealt with by the DSL or deputy, in line with our child protection policy. Child Sexual Exploitation can take place online or be facilitated by technology.

We will ensure that all members of the nursery community are aware of online child abuse and sexual or criminal exploitation, including the possible grooming approaches which may be employed by offenders to target children, and understand how to respond to concerns. The nursery also refers to the Brook Traffic Light Tool, which details green, amber and red behaviours, that require some form of attention and response. It is the level of intervention that will vary.

We will ensure that all members of the nursery community are aware of the support available regarding online child sexual abuse and exploitation both locally and nationally. We will also ensure that our nursery website has a link to CEOP to report online child sexual abuse.

If the nursery is made aware of an incident involving online child sexual abuse and/or exploitation, we will: -

- Immediately notify the nursery DSL or deputy.
- Act in accordance with the nursery child protection and safeguarding policy and the relevant Kent Safeguarding Child Boards procedures.
- Store any devices containing evidence securely.
- If appropriate, make a referral to Children’s Social Work Service and inform the police via 101, or 999 if a child is at immediate risk.

- Carry out a risk assessment which considers any vulnerabilities of child(ren) involved, including carrying out relevant checks with other agencies.
- Inform parents/carers about the incident and how it is being managed and provide support and signposting, as appropriate.
- Review the handling of any incidents to ensure that best practice is implemented, the manager, deputy and management committee will review and update any procedures where necessary.

We will respond to concerns regarding online child sexual abuse and exploitation regardless of whether the incident took place on nursery premises, or using setting provided or personal equipment. If we are unclear whether a criminal offence has been committed, the DSL or deputy will obtain advice immediately through the Education Safeguarding Service, and/or Kent Police.

If the nursery is made aware of intelligence or information which may relate to a child sexual exploitation (on or offline), it will be passed through to the police and/or, Child Sexual Exploitation Team (CSET) by the DSL, or deputy.

If children at other nurseries are believed to have been targeted, then the nursery will seek support from the police and/or Education Safeguarding Services before sharing specific information to ensure that potential investigations are not compromised.

## **Indecent Images of Children (IIOC)**

The nursery will take action regarding of Indecent Images of Children (IIOC) regardless of the use of nursery equipment or personal equipment, both on and off the premises.

We will seek to prevent accidental access to IIOC by using a reputable internet service provider (ISP), implementing filtering and monitoring programs, firewalls and internet security software. If the nursery is unclear if a criminal offence has been committed, then the DSL, or deputy will obtain advice immediately through the police and/or Education Safeguarding Service.

If the nursery is made aware of Indecent Images of Children (IIOC) then the nursery will:

- Act in accordance with the nursery child protection and safeguarding policy and the relevant Kent Safeguarding Child Boards procedures.
- Immediately notify the nursery Designated Safeguard Lead.

- Store any devices involved securely the passed onto the relevant authorities. Images will not be viewed.
- Immediately inform appropriate organisations such as the Internet Watch Foundation (IWF), Kent police via 101 (using 999 if a child is at immediate risk) and/or the LADO (if there is an allegation against a member of staff).

If the nursery is made aware that a member of staff or a child has been inadvertently exposed to indecent images of children we will:

- Ensure that the DSL, or deputy is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Report concerns, as appropriate to parents and carers.

If the nursery is made aware that indecent images of children have been found on setting provided devices, we will:

- Ensure that the DSL, or deputy is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Inform the police via 101 (999 if there is an immediate risk of harm) and Children's Social Work Services as appropriate.
- Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
- Report concerns, as appropriate to parents and carers.

If the nursery is made aware that a member of staff is found in possession of indecent images of children on nursery provided devices, we will:

- Ensure that the DSL or deputy is informed or another member of staff in accordance with allegations against staff policy, and staff code of conduct
- Contact the police regarding the images and quarantine any devices involved until police advice has been sought.
- Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the nursery's managing allegations policy.

## **Cyberbullying**

Any forms of bullying, including cyberbullying will not be tolerated at Chiddingstone Nursery School CIO.

Nursery management team, parent/carers, and staff all have rights and responsibilities in relation to cyberbullying, all of who actively work together to create an environment in which all members of the nursery community are free from harassment and any forms of bullying. The nursery makes it clear that it is not acceptable for parents or colleagues to denigrate and bully nursery staff via social media, in the same way that it is unacceptable to do so face to face.

The nursery encourages all members of the nursery community including parents to use social media responsibly. We acknowledge that parents have the right to raise concerns about the education of their child, but they should do so in an appropriate manner.

If staff are targeted online, for example online bullying or harassment, staff should:

- Not respond or retaliate to cyberbullying incidents.
- Report it immediately to Mrs Jill McCoy, Nursery manager, and Miss Sam Wells Online Safety Co-coordinator
- Save any evidence of the abuse; take screen shots of messages or web pages and record the time and date.

Where the perpetrator is known to the nursery, the nursery management team will arrange a face to face meeting to discuss their concerns, and if they have a reasonable complaint then this can be raised and discussed in an appropriate manner. The nursery's disciplinary procedure will be implemented.

If the person involved refuses to a face to face meeting then the nursery management will report the matter to the social networking site, or seek guidance from the local authority. Most social networking sites have reporting mechanism in place to report content which breaches their terms. If the comments are threatening or abusive, sexist, of a sexual nature or constitute a hate crime, then the police will be contacted.

Any form of cyberbullying will be dealt with in the way as a Dealing with a Complaint on Social Media. The nursery management will offer their full support to any member of staff that experience any types of bullying.

Chiddingstone Nursery actively provides staff with a range of tools and advice for how they can keep themselves safe online, including on social media. This is included in the nursery's AUP's and Code of Conduct.

Further information of bullying can be found in our Behaviour Policy, located in the nursery entrance hall.

## **Online Hate**

Online hate content, directed towards or posted by, specific members of the nursery community will not be tolerated at Chiddingstone Nursery, and will be responded to in line with existing policies and procedures including child protection and behavioral policy. All members of the community will be advised to report online hate in accordance with the nurseries current policies and procedures. All incidents of online hate reported to the nursery will be recorded. The Police will be contacted if a criminal offence is suspected.

If the nursery is unclear if a criminal offence has been committed then the DSL or deputy will obtain advice immediately through the Education Safeguarding Service and/or Kent Police.

## **Online Radacalisation and Extremism**

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is a part of Chiddingstone Nursery's safeguarding approach.

We recognise that there is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. The internet can be used as a tool for radicalisation and in the potential accidental and deliberate exposure to extremist views and content online.

As listed in this policy, we will take all reasonable precautions to ensure that children and staff are safe from terrorist and extremist material when accessing the internet in nursery and that suitable filtering and monitoring is in place which takes into account the needs of children.

If we are concerned that a child or adult 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 and safeguarding policy alongside Kent's Prevent Strategy set out by the government. The Prevent Duty is seen as part of the nursery's wider safeguarding

obligations. Staff have received Prevent Awareness online training to enable all staff to have an awareness of the governments Prevent program.

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

## **Peer on Peer Abuse**

All nursery staff are aware that children can abuse other children (often referred to as peer-on-peer abuse). While peer-on-peer abuse does not usually occur with early years children, staff are aware of this form of abuse which may affect their own children or those of older siblings of the children at nursery.

Peer-on-peer abuse can happen both inside and outside of the nursery and may include an online element. It is important that all staff recognise the indicators and signs of peer-on-peer abuse and know how to identify and respond to it.

Peer-on-peer abuse is most likely to include, but may not be limited to: -

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between peers
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).



Keeping Children Safe in Education document 2021 clearly identifies that technology can play a key role within peer-on-peer abuse concerns. Therefore, it is essential that the nursery reflects this within our policies, procedures and approaches.

If any staff have any concerns regarding peer-on-peer abuse, they immediately speak to Mrs Jill McCoy (DSL) or the deputy DSL Mrs Megan Downing, in line with our current safeguarding policies and procedures. All staff are aware of the important role they have to play in preventing, and responding where they believe a child may be at risk from it.

## **County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This can happen locally as well as across the UK. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children are also increasingly being targeted and recruited online using social media.

If we are concerned that a child or young person may be at risk of being involved in county lines, the DSL or deputy, will be informed immediately, and action will be taken in line with our child protection and safeguarding policy.

## **Cybercrime**

Chiddingstone Nursery School CIO is aware of the increasing risk cybercrime has, and is playing on educational settings, and as such we take precautions to ensure our systems and devices stay secure. Staff are aware of their individual responsibilities to ensure they use devices and nursery systems safely. These responsibilities are detailed in this policy, AUP's and staff code of conduct.

Cybercrime is defined as "a criminal activity committed using computers and/or the internet". It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line), such as fraud. Or 'cyber dependent' (crimes that can be committed only by using a computer), such as unauthorised access computers or networks to gain information.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns

about a child in this area, the designated safeguarding lead Mrs Jill Mccoy, or deputy Mrs Megan Downing will deal this matter as a safeguarding concern.

The government has a nationwide police Cyber Choices programme led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

## **Kent Educational Setting Support and Guidance**

**Education Safeguarding Service, The Education People:**

- 03000 412 445
- **Online Safety:** 03000 415 797
- **Integrated Front Door:** 03000 411 111 (outside office hours 03000 419191)

**Kent County Councils Education Safeguards Team:**

[www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding)

**KSCMP:** [www.kscb.org.uk](http://www.kscb.org.uk)

**Kent Police:**

[www.kent.police.uk](http://www.kent.police.uk) or [www.kent.police.uk/internetsafety](http://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

**Early Help and Preventative Services:** [www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts](http://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts)

**Kent Public Service Network (KPSN):** [www.kpsn.net](http://www.kpsn.net)

**EiS - ICT Support for Schools and Kent Schools Broadband Service Desk:**  
[www.eiskent.co.uk](http://www.eiskent.co.uk)