



Internet and Online Safety (E-Safety) Policy

Policy Statement

The internet and digital technology can provide valuable opportunities to support children's learning, communication and the effective running of the preschool. Bradpole Preschool is committed to ensuring the safe, responsible and appropriate use of the internet and digital technology by children, staff, students, volunteers, parents/carers and visitors.

We recognise our responsibility to safeguard children and adults online and to promote safe and responsible use of technology at all times.

This policy should be read alongside the following policies; Safeguarding and Child Protection Policy, Mobile Phone, Camera and Electronic Device Policy, Confidentiality Policy, Data Protection and GDPR Policy and Behaviour Policy.

This policy is in line with:

- The Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- UK GDPR and the Data Protection Act 2018
- Guidance from the UK Safer Internet Centre and NSPCC

Scope of the Policy

This policy applies to all individuals who access or use work-related ICT systems including:

- parents/carers
- staff
- managers
- students
- volunteers
- committee members
- contractors
- visitors
- children

The policy applies to all internet-enabled and digital devices including:

- computers
- laptops
- tablets and iPads
- mobile phones
- smart watches
- cameras
- gaming devices
- removable storage devices
- cloud-based systems

Online Safety Responsibilities

- Children do not have unrestricted or direct access to the internet.
- Any online activities accessed by children are carefully selected, age-appropriate and supervised by staff at all times.
- The preschool Online Safety Leads are Nikki Moss and Lauren Matterface.
- All staff, students and volunteers are responsible for promoting safe online behaviour and reporting concerns immediately.



Internet and Online Safety (E-Safety) Policy

- Any unsafe, suspicious or inappropriate online activity must be reported to Nikki Moss is Designated Safeguarding Lead (DSL).
- All online safety incidents will be recorded, monitored and reviewed appropriately.
- The preschool uses secure internet systems, password-protected devices, antivirus software and secure email accounts.
- Access to preschool ICT systems is restricted to authorised users only.
- Computers and devices used within the setting are positioned in visible areas where possible.
- Staff are made aware of the risks associated with personal devices and connecting them to preschool systems.
- All users must follow confidentiality and data protection requirements when using digital technology.

Social Media and Online Communication

- Staff, students and volunteers must always maintain professional boundaries online.
- Staff are strongly discouraged from accepting or requesting parents/carers as “friends” or contacts on personal social networking sites.
- Staff must not post comments, photographs or information that could bring the preschool into disrepute or breach confidentiality.
- Images or information relating to children must never be shared on personal social media accounts, messaging applications or personal cloud storage.
- All preschool social media content must be authorised by an administrator.
- The preschool’s private Facebook page is monitored by authorised administrators only.

Acceptable Use of ICT

Bradpole Preschool recognises that digital technology can be a useful resource when used safely and responsibly.

Staff, students and volunteers:

- must only use preschool ICT systems for authorised preschool business during working sessions
- may use the internet for limited personal use only during breaks and with permission
- must not access inappropriate, offensive or illegal material
- must ensure all communications are professional and open to scrutiny
- must follow the preschool Code of Conduct, Confidentiality Policy and Safeguarding Policy at all times
- must not use personal email accounts for preschool business unless authorised
- must report any accidental access to inappropriate material immediately

Preschool Laptop and Devices

- Preschool laptops and devices are password protected and used for preschool business only.
- Devices are securely stored when not in use.
- Selected staff members may take devices off-site with permission from the Preschool Leads for authorised preschool business only.
- Any off-site use of preschool devices remains subject to this policy and GDPR requirements.
- Devices must not be left unattended in insecure locations or vehicles.



Internet and Online Safety (E-Safety) Policy

Online Meetings and Virtual Appointments

Where virtual meetings, consultations or appointments are required:

- parental consent will be obtained before children participate
- only approved platforms such as Microsoft Teams or NHS-approved systems will be used where possible
- backgrounds and surroundings must be checked to ensure confidential or personal information is not visible
- meetings must not be recorded unless prior consent has been obtained
- staff must use the security settings available on the platform
- virtual meetings involving children should, where possible, involve a parent/carer present

ICT Misuse and Online Safety Incidents

Bradpole Preschool recognises that no ICT system can ever be completely secure. The aim of this policy is to minimise risk and promote safe practice.

The following are strictly prohibited:

- taking photographs of children on personal devices
- accessing inappropriate or illegal material
- sharing confidential information without authorisation
- cyberbullying or inappropriate online communication
- misuse of preschool systems or passwords
- unauthorised recording or sharing of images

Procedure for Online Safety Incidents

- All online safety incidents must be reported immediately to Nikki Moss the Designated Safeguarding Lead (DSL) and recorded.
- The context, intention and impact of the incident will be assessed carefully.
- Serious incidents will be reported immediately to the DSL and Committee Chair.
- Appropriate action will be agreed and documented.
- Any safeguarding concern involving a child will be managed in accordance with the Safeguarding and Child Protection Policy.
- Allegations against staff, students or volunteers will be managed according to safeguarding and allegations procedures.
- Ofsted, the Local Authority Designated Officer (LADO), police or other agencies will be contacted where required.
- Any relevant devices or hardware may be secured as evidence and must not be tampered with.

Monitoring and Review

The preschool regularly reviews online safety procedures, risk assessments and security arrangements to ensure continued effectiveness and compliance with current safeguarding and data protection requirements. The safety and wellbeing of children will remain the preschool's highest priority at all times.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027