Razzy's Daycare & Nursery

Online Safety Policy

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Introduction

Razzy's Daycare & Nursery recognises that digital technology has become an integral part of modern life and can offer many educational, social, and creative opportunities for children. At the same time, we acknowledge that online activity can present significant risks if not carefully supervised and managed. This policy outlines the procedures and practices that ensure children, staff, and families use technology safely and responsibly within our setting. It should be read alongside the Safeguarding and Child Protection Policy, Acceptable Use Policy, Data Protection Policy, and Mobile Phone and Devices Policy. The Nursery Manager, as Designated Safeguarding Lead (DSL), is responsible for ensuring that all online safety concerns are identified, recorded, and addressed in line with safeguarding procedures.

Legal and Regulatory Framework

This policy is informed by:

- The Early Years Foundation Stage (EYFS) Statutory Framework 2025
- The Department for Education's guidance *"Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Considerations"*
- The Data Protection Act 2018, the UK GDPR, the Children Act 1989 and 2004
- The Prevent Duty 2015
- Ofsted's requirements regarding safeguarding and the safe use of technology.

Compliance with this framework ensures that technology is used appropriately within the nursery environment and that measures are in place to protect children from online harm, inappropriate content, and unsafe digital behaviours.

Roles and Responsibilities

The Nursery Manager, who acts as the Designated Safeguarding Lead, holds ultimate responsibility for online safety within Razzy's Daycare & Nursery. The DSL ensures that all staff understand their responsibilities, know how to report concerns, and receive appropriate training. Staff are expected to model safe and responsible use of technology and to supervise all online activity undertaken by children. Parents are encouraged to work in partnership with the nursery to establish consistent expectations around online behaviour and digital boundaries both at home and in the setting.

Online Safety Risks

Razzy's Daycare & Nursery understands that online safety risks generally fall into the three categories recommended by the NSPCC and DfE: content, contact, and conduct. Children may be exposed to harmful or illegal content, approached or communicated with by inappropriate individuals, or place themselves at risk through unsafe digital behaviours. Staff take proactive steps to minimise these risks by supervising all device use, applying filters and monitoring tools, embedding online safety messages into teaching, and responding promptly to concerns.

Use of Technology in the Nursery

Technology within the nursery is used strictly for educational and operational purposes that support children's learning, communication with families, and effective day-to-day management. All devices are password-protected, equipped with up-to-date antivirus and filtering systems, and securely stored when not in use. Children's access to technology is always supervised, age-appropriate, and aligned with the EYFS aim of promoting safe digital awareness. Staff do not use personal mobile phones, cameras, or smart devices within childcare areas, and only nursery-owned equipment is used for photographing or recording children.

Staff Conduct and Online Practice

Staff are expected to model responsible digital behaviour and follow the nursery's Acceptable Use expectations at all times. They must not communicate with parents through personal devices or social media accounts, and all professional communication must take place through official nursery channels. Staff must not access personal emails, social networks, or non-work-related websites on nursery equipment. Any online content relating to the nursery, its children, families, or staff must respect confidentiality, professionalism, and safeguarding responsibilities. Under no circumstances may staff download unauthorised software, engage in online activity that could compromise the nursery's security, or access inappropriate or illegal material.

Cyber Security

Razzy's Daycare & Nursery is committed to protecting the sensitive and personal information it holds about children, families, and staff. Cyber security procedures are implemented in line with the Data Protection Act 2018 and UK GDPR to ensure that information is stored and transmitted safely. Staff are trained to recognise cyber threats such as phishing emails, scam links, or suspicious attachments, and they are instructed never to open unfamiliar messages that request password resets, offer compensation, or reference missed deliveries. Any suspicious online activity must be reported immediately to the Nursery Manager, who will escalate concerns to the National Cyber Security Centre (NCSC) where necessary. Staff are required to use strong passwords, regularly update devices, back up sensitive data securely, and follow strict protocols to prevent data breaches and maintain the integrity of the nursery's information systems.

Use of Internet and Email

The nursery permits staff to use the internet and email system only for legitimate nursery-related purposes that support children's learning and the effective running of the setting. Internet use must comply with legislation, reflect professional standards, and avoid unnecessary risks to the nursery. Staff are strictly prohibited from visiting inappropriate or non-work-related websites, downloading unauthorised materials, accessing personal email

accounts, engaging with social networking sites, or making personal online purchases on nursery devices. Email communication must be professional, secure, and strictly related to nursery operations. Any misuse of the internet or email systems will be managed through the nursery's disciplinary procedures, and serious breaches may result in dismissal. By using the nursery's digital systems, staff confirm their agreement to comply with this policy and uphold high standards of digital conduct.

Teaching Children to Stay Safe Online

Online safety is incorporated into everyday practice in an age-appropriate and developmentally sensitive way. Staff discuss safe behaviours with children, promote early digital literacy skills, and support children to recognise trusted adults and "stranger danger" in both real and online contexts. When children participate in video calls or supervised online experiences, staff talk with them about what they should do if someone unfamiliar attempts to contact them. The nursery ensures that screen time is purposeful, limited, and integrated into a balanced learning routine.

Monitoring, Support, and Reporting Concerns

All online activity within the setting is monitored by staff, and any concerns about inappropriate content, cyberbullying, or online contact are logged and addressed promptly. The DSL ensures that concerns are escalated appropriately, liaises with external agencies when necessary, and supports parents in understanding and managing online safety at home. Staff receive annual online safety training and are encouraged to access additional guidance from trusted organisations such as the NSPCC, NDNA, and the NCSC. Parents are signposted to reliable sources of advice and are supported in developing effective online safety strategies within their own homes.

Review of Policy

This Online Safety Policy is reviewed annually or sooner if new digital risks emerge, legislation changes, or technological updates require adaptation. Razzy's Daycare & Nursery remains committed to ensuring that children are protected from online harm and that the nursery maintains a safe, secure, and responsible digital environment for all.