



ONLINE SAFETY POLICY

Worstead Preschool recognises that the online world provides many opportunities but also understand it can present risks and challenges to children and young people. Staff at Worstead pre-school have a duty to ensure all children in our organisation are safeguarded and protected from harm online.

Online abuse is any abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices. Our online safety policy is consistent with our wider safeguarding policy.

It is the overall responsibility of Worstead preschool for ensuring the safety of all children, young people, and adults within the organisation when online.

The named persons for online safety are Clare Gwilliam Designated safeguarding lead Bethany Pilkington Designated safeguarding lead

The role of the online safety lead

- To ensure all staff and volunteers have current awareness of the online safety policy and incident reporting procedures.
- Takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the online safety policies /procedures.
- Completes training on online safety.
- Offers advice and support to staff and volunteers.
- Understand and knows where to obtain additional support and where to report online safety issues.
- Receives reports of online safety incidents and keeps a log of incidents to inform future online safety developments.
- Monitors online incident logs.
- Communicates with parents/carers about online safety.

Staff and volunteer's responsibilities

- Demonstrates positive online behaviours to children.
- Follow procedures for reporting and recording online safety issues.
- Educate children and young people on how to stay safe online.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

They have read, understood, and signed the staff/ volunteer acceptable in agreement and will fully follow the standards set out within it.

Acceptable online usage for staff and volunteers.

Staff and volunteers will be given the online acceptable use agreement to sign for the organisation during their induction. The agreement sets out the standards which need to be adhered to when being online.

Platforms for online abuse and types of abuse

Online abuse can happen anywhere online that allows digital communication, such as social networks, text messages and message apps, email and private messaging, online chats, online gaming, and live streaming sites. Children may experience several types of abuse online:

- Bullying/cyberbullying
- Emotional abuse- which can include emotional blackmail
- Sexting-pressure or coercion to create sexual images
- Sexual abuse
- Sexual exploitation
- Grooming- perpetrators may use online platforms to build trusting relationships with the child to abuse them

Online Safety Bill

[Online Safety Act: explainer - GOV.UK](#) is a new set of laws to protect children and adults online. This is still in process of being passed in parliament so is not yet law. The aim of the bill is to make the UK the safest place to be online.

It will make it more difficult for young people to access harmful content online, impose new legal responsibilities on companies that provide online services such as social media and search engines and provide adults with greater choice over content they see when using social media.

[Data Protection Act 2018](#)– To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. This legislation also applies to all electronic and online data.

[Keeping children safe in education 2025](#)- outlines the responsibilities schools and colleges have in safeguarding children.

At Worstead Preschool we have the following measures in place to promote online safety

- A fire wall and robust Anti software – Avast Cloud Care
- A recognised internet service provider - Softcraft
- Our internet provider offers the following filtering and monitoring services - Cloudflare Malware & Adult Content Filter

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- An encrypted and password protected Wi-Fi network
- The online safety persons monitor and filters any inappropriate websites or content in the following ways – We monitor devices on our network – Avast monitor websites.
- We have added a 'Report Harmful Content' button to our website so that users can report harmful content.
- Children are always supervised by a staff member or volunteer when using devices.
- Access to online content in the organisation is through children adult supervision.
- Any removable media containing personal or sensitive data are secured through password and or encryption.
- Personal data is managed in compliance with the Data Protection 2018
- Having the latest operating system security updates installed. Windows updates are set as turned on.
- Children are not permitted to bring in their own devices from home.
- Passcode and locked screens are used on all devices – staff all have their own login details, which are not to be shared.
- If children are using devices and do not need online access, this is turned off before they are given the device.
- Staff and volunteers are not permitted to use any personal devices in the organisation for personal use.
- Signed parental permission is gained if children are able to go online in the organisation.
- Promoting online safety within the setting is done through; informal conversations, books, and demonstration (role modelling).

Worstead uses a range of online services which include

1. Website
2. Facebook
3. FAMLY online journey
4. Email
5. Evolve accident app
6. Atlas HR

All communications take place through clear and established systems. Communications are monitored for concerns/complaints. There are processes in place to respond and resolve complaints or comments concerning staff, volunteers, or the organisation.

All staff will be asked to sign the Online Acceptable Use Agreement, which sets out rules on the use of personal online communications.

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Digital Images and Videos

Worstead preschool uses digital images and videos to record children's progress and inform parents/carers of progress and activities of their children. Worstead preschool uses images of the children to promote the setting and advertising. The device used for recording images of children are provided by the organisation for staff / volunteers to use professionally.

Written permission from parents/carers to record and use digital images is gained, through this process we respect their rights under the Data Protection Act 2018.

Responding to online abuse and how to report it

The Online Safety Leads or DSL Clare Gwilliam or Bethany Pilkington should be used as a first point of contact for concerns and queries on online abuse. All concerns about a child should be reported to them without delay and recorded in writing using the agreed system as set out in the safeguarding policy. Following receipt of any information raising concerns about online abuse the online safety leads or DSL will consider what action to take and seek advice from Norfolk Children's Advice & Duty Service (CADS) if required.

If at any point, there is risk of immediate serious harm to a child a referral should be made to [Children's Advice and Duty Service \(CADS\) - Norfolk Schools and Learning Providers - Norfolk County Council](#) immediately. Anybody can make a referral in these circumstances.

Depending on the type of abuse concerned this will also be reported using the relevant method below:

Criminal sexual content – if the concern is about online criminal sexual content this will be reported to the Internet Watch Foundation. [Report online child sexual abuse imagery or 'child pornography'](#)

Child Exploitation and Online Protection – If the concern is about online sexual abuse and grooming, a report should be made to the Child Exploitation and online Protection (CEOP) [CEOP Education](#)

Report Remove Tool – Young people under 18 will be supported to use the Report Remove Tool from Childline [Report Remove | Childline](#) to confidentially report sexual images and videos of themselves and ask these to be removed from the internet.

Online Terrorism or Extremism Content – If online material is found which promotes terrorism or extremism this will be reported to ACT Action Against Terrorism. [Trust Your Instincts and Report | Action Counters Terrorism](#)

Online Hate Content – If online content incites hatred this will be reported online to True Vision. [Report a hate crime - True Vision](#)

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Sources of support on Online Safety

[Keep Children Safe Online: Information, advice, support - Internet Matters Homepage - UK Safer Internet Centre](#), [Professionals Online Safety Helpline | SWGfL](#)

Professionals Online Safety Helpline-0344 3814772 or helpline@saferinternet.org.uk

Childnet For online safety information and advice for professionals working with children and young people. 020 7639 6967 info@childnet.com [Childnet — Online safety for young people](#)

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