Beetley and District Preschool

Registered Charity: 1181636

SAFEGUARDING

Online Safety Policy

Policy Statement

This Early Years Online Safety Policy outlines the procedures and expectations for ensuring that young children, staff, and families are protected when using digital technologies within Beetley and District Preschool. The policy is designed to complement, not replace, the broader organisational IT Policy by focusing specifically on the developmental needs, safeguarding considerations, and educational approaches appropriate for early childhood.

Aims and Objectives

- To promote safe and responsible use of digital technologies.
- To ensure staff understand their responsibilities in supporting children's online safety.
- To provide clear guidelines for the use of digital devices, online resources, and internet-connected toys.
- To ensure families are supported with information and guidance on online safety for young children.
- To safeguard children from online risks including exposure to inappropriate content, contact, or conduct.

Scope

This policy applies to:
- All Staff, students and apprentices.
- All children within the Early Years setting.
- Visitors, contractors, and volunteers using digital devices on site.
- All digital technologies used within the setting including tablets, computers, interactive screens, cameras, and connected toys.

Principles of Online Safety in Early Years

At Beetley and District Preschool, children only use digital devices under direct adult supervision to ensure their safety and all online resources are carefully checked beforehand to make sure they are age-appropriate and

suitable for young learners. Digital experiences are used to enhance communication, creativity, and early digital literacy, supporting curriculum goals through play-based learning.

The setting follows a strict data-minimisation approach, capturing or storing only essential personal information about children. Staff consistently model safe and responsible digital behaviour so children can develop healthy online habits from the beginning.

Roles and Responsibilities

Managers and Preschool Committee
- Ensure the policy is implemented and reviewed annually.
- Provide staff with appropriate training on online safety.
- Ensure filtering and monitoring systems are in place.

Designated Safeguarding Lead (DSL)
- Act as the point of contact for online safety concerns.
- Ensure online safety forms part of safeguarding induction and ongoing training.
- Maintain logs of online safety incidents and respond appropriately.

Staff
- Follow this policy and model safe online behaviour.
- Ensure all digital activities are supervised.
- Report any online safety concerns immediately to the DSL.
- Use only approved devices and apps with children.

Parents and Carers
- Support online safety principles at home.
- Use guidance provided by the setting to manage online use for young children.
- Report concerns about children's online experiences.

Use of Digital Technologies

Internet Access
At Beetley and District Preschool, children access the internet only during structured, supervised activities. Staff review all websites and online tools in advance, and internet filtering systems are enabled on all devices children may use.

Devices (Tablets, Computers, Interactive Screens)
Devices are never left unattended when used by children, and only apps and software approved by the preschool's leadership are permitted. All devices are securely locked away when not in use.

Photographs and Video
Staff follow Beetley and District Preschool's safeguarding and data-

protection policies when taking photographs or videos. Images are captured only on setting-owned devices and are never shared on personal devices or accounts.

Parental consent is always required before taking or using any images of children.

Connected Toys and Smart Devices

Only approved connected toys or smart devices are used within Beetley and District Preschool. Features such as voice recording, location tracking, or data sharing must be disabled unless necessary for a specific activity. All connected devices must comply with relevant data-protection standards.

Online Safety Education for Young Children

Children at Beetley and District Preschool are introduced to digital-safety concepts through age-appropriate activities, stories, and play. They learn key skills such as asking for help, recognising trusted adults, and avoiding unfamiliar icons or links. Online safety is embedded within the curriculum so children can begin forming healthy digital habits early on.

Staff Training and Support

All staff at Beetley and District Preschool receive online-safety training during induction, with updates provided annually. They are given guidance on recognising online risks and responding appropriately to incidents. Additional training is delivered whenever new technologies are introduced.

Responding to Online Safety Incidents

Any online-safety incident must be reported immediately to the Designated Safeguarding Lead (DSL) at Beetley and District Preschool. The DSL evaluates the level of risk and acts according to the preschool's safeguarding procedures. Parents and carers are informed where appropriate, and all incidents are recorded, monitored, and reviewed during staff meetings when relevant.

Data Protection and Privacy

At Beetley and District Preschool, all personal data is processed in accordance with data-protection legislation. Staff are responsible for maintaining the confidentiality of children's information at all times. Digital systems used to store data are password-protected and managed securely.

Working with Parents

Beetley and District Preschool supports parents by providing guidance on helping young children use technology safely at home. Newsletters and digital updates may be used to share information. Parents are encouraged

to work collaboratively with staff to promote consistent and safe digital practices for children.

Monitoring and Review

- This policy will be reviewed annually or sooner if significant changes occur in technology, legislation, or guidance.
- Feedback from staff and families will inform the review process.

- **Policy reviewed on:** 22nd November 2025
- **Next review due:** 22nd November 2026
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)