



Online safety and Acceptable use policy

At Shine Bright Nursery, we recognise the value of digital technology in supporting learning, communication, and development in the early years. However, we are also aware of the potential risks associated with its use. This policy outlines how we ensure that children, staff, and families engage with technology safely, responsibly, and in line with safeguarding principles.

This policy aims to:

- Safeguard and promote the welfare of all children when using digital technologies.
- Educate children about safe and responsible use of technology in an age-appropriate way.
- Support staff in understanding their professional responsibilities.
- Involve parents and carers in promoting safe online behaviours at home and in the setting.

Use of Technology by Children

- Children will only access age-appropriate websites, applications, and digital tools that support learning and development.
- All digital activity will be supervised by staff.
- Devices will have appropriate filtering and monitoring in place.
- Children will be supported to understand simple safety messages, such as asking for help, not clicking unknown links, and taking turns with devices.

Children will not use the internet to communicate with external individuals

Use of Technology by Staff

- All staff must use ICT resources in accordance with this policy, the Safeguarding Policy, and relevant codes of conduct.
- Only setting-owned equipment (e.g., tablets, laptops, cameras) may be used to capture, store, or share images or data relating to children.
- Staff must not use personal devices for work-related purposes during working hours, unless authorised by management in an emergency.

Shine Bright Nursery

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- Any online safety concerns (e.g., inappropriate content, digital safeguarding issues) must be reported immediately to the Designated Safeguarding Lead (DSL).
- Staff are expected to model safe and respectful behaviour when using technology around children.

Acceptable Use for Staff

To maintain a safe, professional environment, staff must adhere to the following acceptable use expectations:

General Use

- Use digital technology only for educational and professional purposes.
- Personal devices must be kept out of sight during working hours, except during breaks or with management permission.
- Do not allow children to use staff devices.

Photographs and Videos

- Use only setting-owned devices to capture images or video for educational use (e.g., observations, learning journeys).
- Never share images of children on personal social media or messaging platforms.
- Images must be stored securely and deleted when no longer required.

Internet and Software Use

- Only access approved websites, applications, and digital tools.
- Do not download or install software without permission.
- Never attempt to bypass filters or security systems.

Email and Communication

- Use only official, work-related communication platforms (e.g., nursery email, communication apps) when interacting with parents or colleagues.
- Do not communicate with children or families using personal accounts or messaging apps.
- Maintain a professional tone in all written communications.

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Data Protection and Confidentiality

- Do not store confidential data (e.g., children's records, contact details) on personal devices.
- Digital records must be password-protected and stored securely.
- Respect GDPR and the setting's Data Protection Policy at all times.

Social Media and Online Conduct

- Behave professionally on personal social media outside of work.
- Do not discuss work matters, children, parents, or staff on personal platforms.
- Avoid posting any content that may damage the setting's reputation or undermine public trust in your professional role.

Use of Photographs and Videos (Children)

- Parental/carers consent will be obtained before photographs or videos of children are taken or used.
- Images will only be used for educational purposes, such as learning journals, displays, or secure parent updates.
- Images will not be used on public websites or social media without explicit permission.
- Group photos containing multiple children will not be shared unless consent is granted for all children pictured.

Acceptable Use for Parents and Carers

To help protect the privacy and safety of all children in our care, we request that parents/carers:

- Do not use mobile phones or take photographs while on the premises or during events unless clearly authorised by staff.
- Do not share images or videos from the setting (e.g., from events) on social media if other children are visible.
- Support their children in developing healthy screen habits at home and encourage safe and respectful use of technology.

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Monitoring and Reviewing

- This policy will be reviewed annually or sooner in response to updated guidance, legislation, or incidents.
- The Designated Safeguarding Lead is responsible for monitoring adherence to this policy.
- Online safety is a regular part of staff training and is included in the setting's safeguarding framework.

Breaches of Policy

- Any breach of this policy by staff, parents, or volunteers will be taken seriously.
- Staff may face disciplinary action, including potential dismissal, for serious or repeated breaches.
- Safeguarding breaches will be reported to the DSL and external agencies where necessary.
- Parents/carers found to be in breach may be restricted in their access to setting events or information sharing.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Mobile Phone and Device Policy
- Data Protection and Privacy Policy
- Staff Code of Conduct
- Behaviour Management Policy

Signed Angela Jesson

Date 17th September 2025

Review Date 17th September 2026

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