

Kids R Us Online Safety Policy and Procedure NMS: 20.1-20.6

Kids R Us are aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Keeping Children Safe: Online safety into three areas of risk:

- ✓ *content: being exposed to illegal, inappropriate or harmful material;*
- ✓ *contact: being subjected to harmful online interaction with other users; and*
- ✓ *conduct: personal online behaviour that increases the likelihood of, or causes, harm."*

The Designated Safeguarding Coordinator is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to the Designated Safeguarding Lead Debbie Page Evans 01443 675004.

We aim to keep children, staff and parents safe online by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops, tablets and any mobile devices
- Keeping passwords safe and secure, not sharing or writing these down. These will be changed at least every six months (or sooner if we suspect they have been compromised) to keep the devices secure
- Ensure management monitor all internet activities in the setting
- Locking away all devices at the end of the day
- Ensuring no social media or messaging apps are installed on the devices
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
- Using only Kids R Us devices to record/photograph in the setting
- Never emailing identifying personal information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised when using internet devices
- Teaching children how to stay safe online and report any concerns they have
- Using tracking software to monitor suitability of internet usage (for older children)
- Not permitting staff or visitors access to the Wi-Fi for personal use
- Integrating online safety into the setting by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using FaceTime or similar (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- Provide training for staff who need this to keep children safe online. We encourage staff and families to complete a online safety briefing which can be found at <https://moodle.ndna.org.uk>
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to their role. No personal use will be tolerated
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

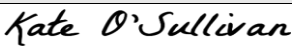

If any concerns arise relating to online safety then we will follow our safeguarding policy and report all online safety concerns to the Designated Safeguarding Lead (DSL).

Kids R Us Online Safety Policy and Procedure NMS: 20.1-20.6

The DSL will make sure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral
- All concerns are logged, assessed and actioned in accordance with the Safeguarding procedures
- Parents are supported to develop their knowledge of online safety issues concerning their children via discussions and the opportunity to complete online safety briefing <https://moodle.ndna>.
- Parents are offered support to help them talk about online safety with their children using appropriate resources
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.
- Staff have access to online information and guidance for supporting online safety, both personally and professionally
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

| Name and Position | Signed | Date |
|--|--|------------|
| Kate O'Sullivan Community Association Manager |  | 13.10.2025 |
| Olive Frances Vice Chair of Trustees |  | 13.10.2025 |