

BLIGH'S LANE NURSERY SCHOOL

E-SAFETY POLICY



Signed:

Chris O'Donnell (BOG Chair)

Linda Wain (Principal)

Date:

23/6/25

Review Due:

E-SAFETY POLICY

1. IINTRODUCTION

Boards of Governors have a duty to safeguard and promote the welfare of pupils (Article 17 of the Education and Libraries (Northern Ireland) Order 2003). It is also the duty of the Board of Governors to determine the measures to be taken at a school to protect pupils from abuse (Article 18 of the Education and Libraries (Northern Ireland) Order 2003 refers).

In the exercise of those duties, Boards of Governors must ensure that their schools have a policy on the safe, healthy, acceptable and effective use of the Internet and other digital technology tools. They must also actively promote safe and acceptable working practices for all staff and pupils: these will serve to reassure parents and guardians.

This E-safety policy contains policies in relation to use of the internet, use of mobile phones and use of digital/photographic images of children. It is largely based on DENI Circular 2007/11 *“Acceptable Use of the Internet and Digital Technologies in Schools”* , DENI Circular 2011/22 *“Internet Safety”* and DENI Circular 2013/25 *“eSafety Guidance”*. It should also be read in conjunction with the Schools Child Protection Policy.

2. INTERNET SAFETY POLICY

The Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. Our school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The DENI circular 2007/01 states that:

“Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools.”

This document sets out the policy and practices for the safe and effective use of the Internet in Bligh’s Lane Nursery School.

3. C2K

Bligh's Lane Nursery School, in line with all other Nursery schools in Northern Ireland are currently not part of the C2K system. It is therefore imperative that internet usage is monitored closely and appropriate firewalls, filtering and software monitoring mechanisms are in place .

4. Code of Safe Practice

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. We have a Code of Acceptable Use of the Internet (Appendix 1) for pupils and staff and visitors containing eSafety Rules which makes explicit to all users what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, tablets, smart watches) is subject to the same requirements as technology provided by the school.

The Principal will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

- **Code of Safe Practice for Pupils**

Given the young age of the children in our care they will not have unsupervised access to the internet. When pupils have been given access to the internet it will be:

- for appropriate educational purposes and is supervised,
- using sites pre-selected by the teacher and appropriate to their age group;

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school can accept liability under such circumstances.

The use of mobile phones or personal tablets by pupils is not permitted on the school premises during school hours.

- **Code of Practice for Staff**

The following Code of Safe Practice has been agreed with staff:

Pupils accessing the Internet should be supervised by an adult at all times.

- Staff will make pupils aware of the rules for the safe and effective use of the Internet
- All pupils using the Internet have written permission from their parents.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal

- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school camera accessible only to teaching staff or under supervision for pupil work.

5. Internet Safety Awareness

In Bligh's Lane Nursery School we believe that, alongside having a written eSafety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

- **Internet Safety Awareness for pupils**

The young age of our pupils means use of the internet is closely supervised. Staff will deal with questions or issues with individual children as they arise.

- **Internet Safety Awareness for staff**

The Principal keeps informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of policy and strategy on ICT use in teaching and learning and updated in relation to relevant changes.

- **Internet Safety Awareness for parents**

The E-Safety Policy, Facebook Policy and Code of safe Practice is available for parents to view. Additional advice for parents is given during parent talks and workshops or when need arises. Appendix 2 provides useful advice and guidelines for parents when thinking about their child's use of electronic devices.

- **Community Use of School ICT Resources**

The school's ICT resources are currently not accessed by the community.

6. Health and Safety

In Bligh's Lane Nursery School we have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and the school office, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards are being used.

- **Use of Mobile Phones**

Mobile phones have internet connectivity. Please refer to the schools policy on the 'Use of cameras, mobile phones and technological devices'

- **Wireless Networks**

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use WiFi (Wireless Fidelity) equipment. Further information on WiFi equipment is available at: [the Health Protection Agency website](#).

7. School Web Site

The school web site is used to celebrate pupils' work, promote the school and provide information. Editorial guidance will ensure that the Web site reflects the school's ethos that information is accurate and well presented and that personal security is not compromised. An administrator ensures common values and quality control. As the school's Web site can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply.

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- The Principal and class teachers will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Monitoring and Evaluation

The Policy will be evaluated according to the school's policy review schedule.

Appendix 1

ICT Code of Acceptable Use for Staff

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff and any visitors are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Linda Woods, School Principal

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of Principal
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Principal
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature Date

Full Name(printed)

Job title

Appendix 2

KEEPING **UNDER FIVES** SAFE ONLINE

8 top tips that you can put in place at home, to help keep your youngest children safe online.



Enjoy going online together

The best way to keep your family safe online, and to understand your child's internet use, is to use technology and the internet together. Get to know how a game or device works by exploring it as a family and finding where the main settings and safety features are.



Establish clear boundaries

In the same way that you set boundaries for most areas of your children's lives, establish your expectations with technology use and online activities. Creating a family agreement is a useful step, which might include time spent online, where and when devices can be used and what to do if they see something upsetting. You can find the Childnet Family Agreement at www.childnet.com/have-a-conversation.



Supervise your child's use

We recommend that you always supervise a young child when they are online as they may stumble across something which could worry, upset or confuse them. Since the internet can be accessed from a number of devices and many of these are portable, we would advise you to keep family and child devices in a busy part of your home e.g. the living room or kitchen. This makes it easier for you to be involved in their technology use and you are right there to answer any questions and help them.



Consider the quality and quantity of online activities

Young children can be enthusiastic users of technology but try to encourage a healthy mix of online and offline activities. There are some strategies that can be used to help manage the time your child spends online, such as setting time limits or using time limiting tools, designating weekly times to use the internet together, or removing portable devices from your child's bedroom at night to avoid tiredness.



Make use of parental tools

Make use of parental controls and filters which can be used on your home internet, devices, phone networks and online services such as Netflix and YouTube.

Visit the Parents' Guide to Technology on the UK Safer Internet Centre website to find out how to set up controls on a device www.saferinternet.org.uk/parent-tech.

Visit www.internetmatters.org/parental-controls to find out how you can set up controls on your home internet, phone network and online services such as Netflix.

Parental controls will work best in combination with supervision and engagement to help your child understand how to stay safe online. As your child grows and develops, so do their online needs, therefore you may want to periodically review your parental controls to accommodate this.

Always remember to choose a strong password and do not share it with your child.



Start the conversation early

It's important to begin the conversation about staying safe online as early as possible in order to establish positive behaviour and routines early in a child's life. The age that you should begin speaking to your child will differ between families but essentially as they start engaging with technology and the internet these conversations can and should begin. Try using the conversations below to help you with this.

You can also give your child strategies early on that they can use if something ever worries or upsets them online. These could include: switch the screen off, close the laptop, exit the website, or turn the iPad or phone over and come ask for help.



Choose age appropriate apps and games

Gaming may be the very first way that your child encounters life online and there are lots of fantastic online games and apps to support their learning and development. When choosing a new game or app for your child the first thing to be aware of is the age rating. Much like films, games have age ratings too and these are determined by the game's content. PEGI (pegi.info) set these ratings along with content descriptors which indicate if a game contains things like violence, in-app purchases or scenes of a sexual nature. Google Play and Windows Store apps are also rated by PEGI and the App Store has age ratings too.

You can also proactively find great age appropriate apps and games for young children to use by filtering by age at www.common sense media.org. Common Sense Media is a website which provides reviews and lots of useful information on games but they also cover films, apps, TV shows, websites, books, and music too. Reading online reviews of games from other parents' experiences is a really useful way to highlight potential safety issues like whether the game features inappropriate adverts or bad language.

Many games also offer in-app purchases which means spending real money on in-game features. You can turn off in-app purchases and protect them with a password. To find more information about how to do this visit www.childnet.com/in-app-purchases.



Know where to report

Reports can be made to websites through their safety/help centres and moderation services. If you are worried or suspicious about someone who contacts your child online report them to CEOP (www.ceop.police.uk). For more information regarding reporting, visit our Need Help page in the parents and carers section of the Childnet website www.childnet.com/parents-help.

Conversation starters for under 5s



- Q - What is your favourite thing to do on the iPad/tablet/my phone etc?
- Q - What is your favourite game/app and why do you like it?
- Q - Where do we use the iPad/tablet/games console and when can we use it?
- Q - What can you do if something online upsets you?
- Q - Who can help you with your favourite games and apps?
- Q - If a message appears on the screen, what should you do?
- Q - Who can go online? Do we know everyone online?



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