

Little VIPs Online Safety Policy



Policy Statement

At Little VIPs Day Care we recognise that technology is an integral part of modern life and can enhance children's learning and development when used appropriately. We are committed to ensuring that all children are safeguarded from potential risks associated with the use of digital technology and the internet. We aim to provide a safe and secure environment in which children, staff and families can engage with technology responsibly.

We understand that online safety is a key element of safeguarding and therefore any concerns relating to technology or online activity will be treated seriously and in line with our safeguarding and child protection procedures. This policy is written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025), Working Together to Safeguard Children (2023), and the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Aims

At Little VIPs we aim to ensure that children are protected from harm when using digital technology, that staff are confident and competent in using technology safely and professionally, and that parents are supported in promoting online safety at home. We also aim to ensure that all personal data and images are handled securely and in line with legal requirements.

Use of Technology with Children

Children at Little VIPs may have access to age-appropriate technology to support their learning and development across the EYFS areas. All use of technology is carefully planned and supervised by staff to ensure that it enhances, rather than replaces, play-based learning. Children will not have unsupervised access to the internet and will only access content that has been checked and approved by staff.

We ensure that appropriate filtering and monitoring systems are in place to prevent children from accessing unsuitable material. Children are not permitted to access social media or any unregulated online platforms. Staff will actively support children in developing early awareness of staying safe when using technology in an age-appropriate way.

Use of Devices

At Little VIPs only setting-owned devices are used for recording observations, photographs and learning activities. Staff are not permitted to use personal mobile phones or devices in rooms where children are present. Personal devices must be stored securely in designated areas such as lockers or staff rooms.

Cameras, tablets and other devices provided by the setting are used solely for professional purposes and are monitored by management. All devices are password protected and managed in line with our data protection procedures.

Images and Data Protection

We recognise the importance of protecting children's identities and personal information. Written parental consent is obtained before any photographs or videos of children are taken. All images are stored securely on password-protected systems and are only used for legitimate purposes such as observations, assessments and, where consent is given, promotional materials.

Staff must not take or store images of children on personal devices or share them via personal accounts. Children's full names will not be used alongside images in any public or shared format.

Social Media

Staff at Little VIPs are expected to maintain professional boundaries at all times when using social media. They must not share any information, images or details about the setting, children or families on personal social networking sites. Staff must not communicate with parents or carers through personal social media accounts.

Where the nursery operates official social media accounts, these will be managed by authorised staff only, and all content shared will be appropriate, respectful and in line with parental consent and safeguarding requirements.

Communication with Parents

Communication with parents and carers will take place through approved and secure channels such as nursery management apps, official email addresses or the setting telephone. Staff must not use personal phone numbers, messaging apps or social media platforms to communicate with parents.

Cyber Security

Little VIPs takes appropriate steps to ensure that all digital systems and devices are secure. All devices are protected with passwords, and antivirus software is installed and regularly updated. Systems are monitored and maintained to reduce the risk of unauthorised access, data loss or breaches. Any concerns regarding data security will be reported immediately to management.

Online Safety Concerns and Procedures

Any concerns relating to online safety, including exposure to inappropriate content, misuse of images, or online bullying, will be treated as safeguarding concerns where appropriate. Staff are required to report any concerns immediately to the Designated Safeguarding Lead (DSL).

The DSL will record the concern, assess any risk to the child, and take appropriate action in line with safeguarding procedures. This may include speaking with parents, monitoring the situation, or making a referral to external agencies if necessary.

Staff Training

All staff receive training on safeguarding, including online safety, as part of their induction and ongoing professional development. Online safety is regularly discussed in team meetings to ensure staff remain aware of current risks and best practice.

Working in Partnership with Parents

We believe that working in partnership with parents is essential in promoting children's online safety. We will provide guidance and support to help parents understand how to keep their children safe when using technology at home. We will also share any concerns with parents where appropriate and offer advice where needed.

Monitoring and Review

This policy will be reviewed annually or sooner if there are changes to legislation or guidance. Practice within the setting will be monitored through supervision, staff meetings and audits to ensure that this policy is effectively implemented.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027

