



Bedford  
Nursery Schools  
Federation

# E Safety & Remote Learning Policy

Updated: January 2021

Approved by governors: January 2021

Review date: January 2023

Bedford Nursery Schools Federation (Peter Pan & Cherry Trees) are committed to keeping children safe and the E Safety Policy operates under the umbrella of the Safeguarding Policy.

The E Safety Policy specifically relates to children's online safety.

The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

In line with other nursery policies that protect children from dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

The internet is becoming as commonplace as the telephone and television and its effective use is an essential life skill. Unmediated internet access brings with it the possibility of placing children in embarrassing and possibly dangerous situations.

The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The nursery has a duty to provide children with internet access as part of their learning experience.

Nursery School access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that support their learning.

The internet is also used in the nursery to support the professional work of staff to allow effective planning and to support the business and information management systems in place.

At Bedford Nursery Schools Federation we follow these core principles:

### ***Guided Educational use***

Significant educational benefits should result from internet use including access to information from around the world. Internet should be carefully planned and targeted within a regulated and managed environment.

### ***Risk assessment***

We have a duty to ensure children in the nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

### ***Responsibility***

Internet safety in the nursery depends on staff, parents, carer and visitors taking responsibility for the use of computers and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and monitor their effectiveness. At Bedford Nursery Schools Federation we use the broadband supplied by Bedford Borough Council and make use of the approved filters that are in place for education.

The Office & Business Managers are responsible for ensuring that the appropriate filters are applied to the computers in the nursery and they are kept updated. They will also have access to check the computers history to review sites accessed.

Staff will monitor the websites that children are accessing through the session times. If any member of staff discovers an unsuitable site has been accessed they must report the breach to the Office or Business Manager immediately so that action can be taken to rectify the situation.

### **Emails**

No pupils will have access to emails whilst at nursery school.

Staff will have a work email assigned to them and this should be used for work purposes only.

### **Online communication and social networking**

Online chat rooms or chat rooms associated to online games will not be used in the nursery. Access to Facebook and Twitter is strictly controlled by the Office Manager and Head Teacher who hold the passwords to the school accounts.

Staff will not refer directly to any children or families, or setting on their own personal Facebook, Twitter or Instagram or any other social networking site.

### **Mobile Technology**

Mobile phones are not allowed in the nursery school at any time. Staff are permitted to use their phones in the staff room or entrance hall or outside. The taking of photos on mobile phones is strictly prohibited within the nursery school.

Photos should only be taken on IPADS for the purposes of recording children's development and should be deleted as soon as they have been printed.

Any complaints about the appropriate use of the internet or other technologies will be handled through the complaints procedure.

### **Advice for parents to keep children safe online.**

There are many services available to parents to ensure that their children are safe online whilst at home.

- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Commonsensemedia](#) provide independent reviews, age ratings, & other information about all types of media for children and their parents
- [Government advice](#) about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying
- [Government advice](#) about security and privacy settings, blocking unsuitable content, and parental controls
- [Internet Matters](#) provide age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [Let's Talk About It](#) provides advice for parents and carers to keep children safe from online radicalisation
- [London Grid for Learning](#) provides support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

- Lucy Faithfull Foundation [StopItNow](#) resource can be used by parents and carers who are concerned about someone's behaviour, including children who may be displaying concerning sexual behaviour (not just about online)
- [National Crime Agency/CEOP Thinkuknow](#) provides support for parents and carers to keep their children safe online
- [Net-aware](#) provides support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Parentzone](#) provides help for parents and carers on how to keep their children safe online
- [Parent info](#) from Parentzone and the National Crime Agency provides support and guidance for parents from leading experts and organisations
- [UK Safer Internet Centre](#) provide tips, advice, guides and other resources to help keep children safe online

## **Remote Learning**

During times where children are unable to access learning in school for any reason, e.g. sickness, school closure or limited access to school as in a pandemic situation during 2020/2021 the school will provide a series of home learning activities for parents to access with their children from home.

Home learning will be made up of a combination of:

- activity books published on the school websites.
- live lessons via Microsoft Teams or zoom
- recorded story sessions published on a closed You Tube channel, with access granted to current parents through Parent Hub.
- links on the school websites to established, safe educational websites such as CBBC.

Staff will be responsible for reading the 'Procedures for holding a Zoom call' (appendix 1).

Parents will be sent a Code of Conduct for online learning and asked to adhere to this at all times.

(see appendix 2).

### Procedures for Staff using Zoom or Teams for live lessons and contact

To ensure that we offer remote learning in as safe a way as possible staff should adhere to the following guidelines.

1. Use a new meeting room each time.
2. Sign in using a school ID
3. Participants must be let into the meeting by the host only; each participant must be identified in the waiting room by the parent name before being admitted.
4. Invite all parents to the meeting using the BCC (BLIND COPY) section of the email. DO NOT PUT ALL ADDRESSES INTO THE TO: LINE
5. If possible have a member of staff monitoring the meeting and managing the waiting room whilst you are teaching.
6. Once the lesson has started lock the room so no one else can enter.
7. Please remind everyone in the room that links to resources that the nursery sends out should not be shared.
8. Turn screen sharing off for everyone other than the host
9. Host should mute all participants or ensure that they mute themselves until such times as you want to hold discussions with participants.
10. If at any time you notice something that concerns you from a safeguarding perspective you MUST report to DSL immediately after the call. Do not alert parents to your concerns whilst on the call.
11. Should there be any attempt to gain unauthorised access to the meeting end the call immediately.

For full details on how to hold a Zoom meeting safely please watch this [You Tube](#) link.

## Remote Learning Code of Conduct for parents.

This code of conduct outlines what we expect from parents and children during a remote learning session.

Failure to conform to this code will result in parents being asked not to attend online sessions.

1. I will join the meeting using my own ID and not my child's and will turn off the camera if I do not wish to be identified to anyone other than the host.
2. I will not share any personal details about myself or my child during the session.
3. Whilst taking part in a live lesson I will make sure that the environment is quiet and free from other distractions for my child.
4. I will make sure that the background of my computer is neutral.
5. I and my child are appropriately dressed for the session.
6. I will not take screen shots or record any session.
7. I will not interrupt the session by asking questions or making comments.
8. If I wish to talk to the teacher I will make contact at the end of the session.
9. I will not leave my child unattended during the session.
10. I will not try to make contact with other parents/children whilst on the session.
11. I will mute my microphone when requested to do so to limit interruptions and distractions.
12. As requested I will not share the links for any learning on Zoom, Teams or You Tube with anyone outside my household who is not eligible to access these resources.