

Auchinairn Early Years Centre



Online Safety Policy

Policy Statement

Auchinairn Early Years Centre (EYC) recognises the increasing role of digital technology and the internet in children's lives. Digital devices can enhance children's learning, creativity and communication when used appropriately. However, we are also aware of the potential risks associated with online technology.

We are committed to ensuring children, staff and families use digital technology safely and responsibly within the setting. This policy supports our safeguarding procedures and ensures we protect children from potential online harm.

Understanding Online Safety Risks

Online safety concerns can generally be grouped into three categories:

Content:

- Children being exposed to inappropriate, harmful or illegal online material.

Contact:

- Children being subjected to harmful online interaction with others.

Conduct:

- Online behaviour that may increase risk or cause harm.

Responsibility for Online Safety

The Designated Safeguarding, Child Protection & Prevent Lead for online safety within the EYC is the Depute/Head of Centre.

The Depute/Head of Centre is responsible for ensuring that:

- All staff understand their role in keeping children safe online
- Concerns are recorded and addressed promptly
- Safeguarding procedures are followed where necessary
- Staff receive regular training in online safety

All staff have a responsibility to report concerns immediately to the Depute/Head of Centre.

Online Safety in Practice

Within the EYC we aim to keep children, staff and families safe online by:

Technology and Security

- Ensuring all EYC computers and tablets have antivirus and security software installed and regularly updated
- Ensuring devices are password protected
- Changing passwords regularly to maintain security
- Locking away all nursery devices securely when not in use
- Restricting access to EYC Wi-Fi to authorised staff and visitors only

Digital Resources

- East Dunbartonshire Information Computer Technology (ICT) department reviewing and approving all apps, games and digital content used with children
- Ensuring digital content is age appropriate and developmentally suitable
- Monitoring children's screen time so that digital technology supports learning and development rather than replacing active play

Supervision

- Ensuring children are always supervised when using internet-enabled devices
- Using technology purposefully to support learning through play-based experiences

Use of Cameras and Devices

To safeguard children:

- Only approved EYC devices may be used to take photographs or record videos
- Personal staff/visitors phones or devices must not be used to photograph or record children
- All images are stored securely in accordance with the EYC's Confidentiality and Data Protection Policy

Staff Professional Conduct

Staff must:

- Only use EYC IT equipment for professional purposes
- Maintain professional boundaries when communicating with families
- Use official EYC communication channels (email, apps or phone)
- Staff must never make, download, store or share inappropriate or illegal material.

Supporting Children's Learning

We support children to develop early digital awareness through:

- Discussions about safe use of technology
- Exploring simple rules for using devices safely

- Helping children understand who is safe to talk to online
- Linking online safety discussions to real-life safety concepts such as stranger awareness

These experiences support children's development within Curriculum for Excellence digital literacy and Realising the Ambition guidance.

Staff Training

The EYC will ensure that:

- Staff receive regular online safety training
- Staff understand how to recognise and respond to online safeguarding concerns
- Guidance and professional resources are shared with the team to support safe digital practice

Working in Partnership with Parents and Carers

We recognise that parents play an important role in supporting children's safe use of technology.

The EYC will:

- Provide information and guidance about online safety
- Share advice through newsletters, displays and digital communication
- Signpost parents to trusted organisations for advice and support
- Encourage conversations about online safety at home

Responding to Concerns

If an online safety concern arises:

- Staff must report the concern immediately to the Depute/Head of Centre
- The concern will be recorded and managed in line with the Child Protection Policy
- Where necessary, appropriate safeguarding agencies will be contacted in line with National Child Protection Guidance for Scotland

Monitoring and Review

This policy will be reviewed regularly to ensure it reflects current legislation, national guidance and best practice.

UNCRC: Article 3, Article 12, Article 17, Article 19, Article 29

Realising the Ambition: Being Me (2020)

Health and Social Care Standards (2017): 1.1, 1.27, 2.8, 3.20, 3.21,

National Guidance for Child Protection in Scotland (2021)

Getting it Right for Every Child (GIRFEC)

Care Inspectorate Quality Framework for Daycare of Children, Childminding and School-Aged Childcare (2022): Learning Teaching and Assessment, Safeguarding and child protection

Curriculum for Excellence – Digital Literacy

Children and Young People (Scotland) Act 2014

This policy has been updated after consultation with staff and parent/carer

Signed.....

March 2026