



Batford Day Care

BATFORD DAY CARE LIMITED ONLINE SAFETY POLICY

Version	4.0
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Version	Date	Notes
V4.0	April 2025	New Format

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Introduction

Batford Day Care recognises that internet, mobile and digital technologies provide positive opportunities for children to learn, socialise and play but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that all children, staff and directors will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility. Staff are aware that children in this setting will always require support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

2. Responsibilities

The Managers and Directors have ultimate responsibility to ensure that the appropriate online safety policy and practice is embedded and monitored. The named online safety lead at Batford Day Care is Amy Gaitely.

All breaches of this policy must be reported to Amy Gaitely.

All breaches of this policy that may have put a child at risk must also be reported to the DSL, Amy Gaitely or DDSL Sarah Darkins and Zoe Price.

As Batford Day Care operates within Batford Nursery School this policy adheres to the school's online safety procedures and its acceptable use agreements.

3. Scope of policy

The policy applies to:

- All staff
- day care directors
- agency staff
- children
- parents/carers
- visitors
- volunteers
- voluntary, statutory or community organisations using the Batford Nursery School & Day Care facilities

It is important that parents/carers understand their key role in supporting their child/ren to behave appropriately and keep themselves safe online.

This policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole Batford Nursery School & Day Care community. It is linked to the following Batford Day Care policies and documents: Safeguarding, Keeping Children Safe in Education part one, GDPR, Health and Safety, Behaviour, Code of Conduct.

4. Policy and procedure

Batford Day Care seeks to ensure that internet, mobile and digital technologies are used effectively and safely, for their intended purpose, in ways that will not infringe legal requirements or create unnecessary risk.

Batford Day Care expects everyone to use internet, mobile and digital technologies responsibly and strictly according to the conditions set out in this policy. This policy also includes expectations on appropriate online

behaviour and use of technology outside of Batford Day Care for children, parents/carers, staff, directors and all other visitors to the setting.

4.1. Use of email

Staff and directors should use a work email account for all official work communication to ensure everyone is protected through the traceability of communication; emails to a work address must not be routinely forwarded to any other email address. Under no circumstances should staff contact parents or conduct any Batford Day Care business using a personal email address. Emails created or received as part of any work role will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000.

Staff and directors should not open emails or attachments from suspect sources and should report the receipt of any suspect messages to Amy Gaitely.

Users must not send emails which are offensive, embarrassing or upsetting to anyone (i.e. cyberbullying).

4.2. Visiting online sites and downloading

- Staff must preview sites, software and apps before their use in Batford Day Care or before introducing them to children/recommending them to parents. Before using any online service that requires user accounts to be created or the sharing of any personal data, staff must consult with the Data Protection Officer (Zoe Price) with details of the site/service and seek approval from the Manager. The terms and conditions of the service should be read and adhered to. All users must observe copyright of materials from electronic sources.
- Staff must only use pre-approved systems if creating blogs, wikis or other online content.
- When working with children, searching for images should be done through Google Safe Search (standard through the HICS service), Google Advanced Search or a similar application that provides greater safety than a standard search engine.

Users must not:

- Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - Indecent images of children actually or apparently under the age of 18 or images of child abuse (i.e. images of children, digital or cartoons, involved in sexual activity or posed to be sexually provocative)
 - Indecent images of vulnerable people over the age of 18 (i.e. images of vulnerable people, digital or cartoons involved in sexual activity or posed to be sexually provocative)
 - Adult material that breaches the Obscene Publications Act in the UK
 - Promotion of discrimination of any kind in relation to the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, sex, sexual orientation
 - Promotion of hatred against any individual or group from the protected characteristics above
 - Promotion of illegal acts including physical or sexual abuse of children or adults, violence, bomb making, drug and alcohol abuse and software piracy
 - Any material that may bring Batford Nursery School & Day Care or any individual within it into disrepute e.g. promotion of violence, gambling, libel and disrespect

Users must not:

- Reveal or publicise confidential or proprietary information
- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses
- Transmit unsolicited commercial or advertising material either to other users, or to organisations connected to other networks except where permission has been given to Batford Nursery School &

Day Care

- Use Batford Nursery School & Day Care hardware or Wi-Fi facilities for running a private business
- Intimidate, threaten or cause harm to others
- Access or interfere in any way with other users' accounts
- Use software or hardware that has been prohibited by Batford Nursery School & Day Care

All breaches of prohibited behaviours detailed above will be investigated, where appropriate, in liaison with the police.

4.3. Storage of Images

- Photographs and videos provide valuable evidence of children's' achievement and progress in a variety of contexts and can be used to celebrate the work of Batford Day Care. In line with GDPR they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to Batford Day Care. Records are kept on file and consent can be changed by parents/carers at any time.
- Photographs and images of children are only stored on Batford Nursery School & Day Care's agreed secure network, on Tapestry and on the day care's iPads; the photos stored to iPads are deleted or archived to the server at the end of each academic year.
- Parents/carers should note that there may be some children who are at risk and must not have their image put online and others who do not want their image online. For these reasons parents/carers must follow the Batford Nursery School & Day Care's Acceptable Use Agreement and refrain from taking or posting online photographs of any member of the Batford Nursery School & Day Care community, other than their own child/ren.
- Staff and other professionals working with children, must only use Batford Day Care equipment to record images of children whether on or off site. Permission to use images of all staff who work at Batford Day Care is sought on induction and a written record is in their personnel file.

4.4. Use of personal mobile devices (including phones)

- Batford Day Care allows staff, including temporary and peripatetic staff, and visitors to use personal mobile phones and devices only in the staff room and offices and never in the presence of children. Only in emergency situations (i.e. during closure of the site or failure of telecommunication systems) does Batford Day Care allow a member of staff to contact a parent/carer using their personal device – the 'withhold caller ID function' should be used.
- Parents/carers may not use personal mobile phones and devices within the Batford Nursery School & Day Care building unless otherwise informed, e.g. for specific events and activities. Phones should be switched off and out of sight whilst on the premises. Under no circumstance should images be taken at any time on the premises or on off-site day care events and activities of anyone other than their own child, unless there is a pre-specified permission from Amy Gaitely.
- Batford Day Care is not responsible for the loss, damage or theft on Batford Nursery School & Day Care premises of any personal mobile device that is brought onto the site.
- Users bringing personal devices into work must ensure there is no inappropriate or illegal content on the device.
- Where Batford Day Care business is conducted outside of work, e.g. accessing work emails from a personal mobile phone or other device, the device used must be password protected (or alternatively passwords must be entered to access the email via the internet page) and care should be taken to ensure that there is a locking function if there is no activity on the device for five minutes or more. The day care managers have authorisation to use day care laptops/iPads outside of work logging in securely through the Batford Nursery School network.

4.5. Reporting incidents, abuse and inappropriate material

There may be occasions when a member of the Batford Day Care community receives an offensive, abusive or inappropriate message or accidentally accesses upsetting or abusive material. When such a situation occurs, the recipient must report the incident immediately to the DSL, Amy Gaitely, or in her absence DDSL Sarah Darkins and Zoe Price. Where such an incident may lead to significant harm, safeguarding procedures should be followed. Batford Day Care takes the reporting of such incidents seriously and where judged necessary, the DSL will refer details to social care or the police.

5. Curriculum

Online safety, appropriate to the age of our children, is embedded within our curriculum.

Children are taught how to switch on the computer or iPad during their time at Batford Nursery School (if they attend). Once a member of staff has logged on, the children are able to select an app or programme. The children are taught to ask an adult for help whenever they are unsure what to do.

Online safety is fully embedded within our curriculum. Batford Day Care provides a comprehensive age-appropriate curriculum for online safety which enables children to become informed, safe and responsible. We help the children and families to understand how to use the internet and digital technologies in a balanced and appropriate way to avoid a negative impact on wellbeing, e.g. regulated screen time and diverse online activity.

6. Staff Training

Staff are trained to fulfil their roles in online safety. Batford Day Care audits the training needs of all staff and provides regular training to improve their knowledge and expertise in the safe and appropriate use of internet, mobile and digital technologies. This training is recorded as part of safeguarding records.

New staff are provided with a copy of the online safety policy and must sign the Online Safety Acceptable Use Agreement (Appendix A) as part of their induction and before having contact with children. This will be re-signed annually.

Any organisation working with children based on the day care premises is also provided with a copy of the online safety policy and required to sign the Acceptable Use Agreement (Appendix A).

Students and regular visitors are provided with a copy of the online safety policy and are required to sign the Acceptable Use Agreement (Appendix A). Guidance is provided for occasional visitors, volunteers and parent/carer helpers (Appendix B).

Staff are encouraged to protect their personal social media profiles, and guidance on how to respond to negative comments about Batford Nursery School & Day Care or its staff on social media (Appendix E).

7. Working in Partnership with Parents/Carers

Batford Day Care works closely with families to help ensure that children can use internet and digital technologies safely and responsibly both at home and within the day care. The support of parents/carers is essential to implement the online safety policy effectively and help keep children safe.

It is important that parents/carers understand the crucial role they play in this process. Batford Day Care seeks to regularly consult and discuss online safety with parents/carers and seeks to promote a wide understanding of the benefits of new technologies and associated risks. Batford Day Care provides regular updated online safety information through tapestry.

A summary of parent/carer responsibilities will also be provided and is available at Appendix C.

8. Records, monitoring and review

Batford Day Care recognises the need to record online safety incidents and to monitor and review policies and procedures regularly to ensure they are effective and that the risks to children and staff are minimised.

All breaches of this policy must be reported, and all reported incidents will be logged on CPOMS if related to a child or their family. All staff have the individual responsibility to ensure that incidents have been correctly recorded, acted upon and reported. An Online Safety Incident Reporting Form is provided at Appendix F

Batford Day Care supports children and staff who have been affected by a policy breach. Where there is inappropriate or illegal use of internet, mobile and digital technologies, this will be dealt with under Batford Day Care's behaviour and disciplinary policies as appropriate. Breaches may also lead to criminal or civil proceedings.

Appendix A: Online Safety Acceptable Use Agreement – Staff, Directors, Students and Supply Staff

You must read this agreement in conjunction with the Online Safety Policy and the Data Protection Policy. Once you have read these, you must sign and submit this agreement, and it will be kept on record at Batford Day Care. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Introduction

Internet, mobile and digital technologies are part of our daily working life, and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff, students, directors and supply staff are expected to adhere to this agreement and to the online safety policy. Any concerns or clarification should be discussed with **Amy Gaitely/ Sarah Darkins/ Zoe Price**. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply, and police involvement will be sought.

Internet Access

I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on nursery school/day care equipment must be treated as an online safety incident, reported to the online safety lead and an incident report completed.

Online Conduct

I will ensure that my online activity, both in and outside work, will not bring the setting, my professional reputation, or that of others, into disrepute.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

I will report any accidental access to or receipt of inappropriate materials or filtering breach to **Amy Gaitely/ Sarah Darkins/ Zoe Price**.

I understand that all my use of the internet and other related technologies can be traced and monitored and, should it be required, must be made available to the manager and others as required.

I will not give out my personal contact and online account information such as phone numbers, email address, and social media account details to parents/carers.

Social Networking

I understand the need to separate my professional role from my private friendships; in my professional capacity I will not become 'friends' with parents/carers on social networks. Where my work role is my only connection to an individual, private online contact with parents/carers is unacceptable.

When using social networking for personal use I will ensure my settings are not public. My private account postings will never undermine or disparage Batford Nursery School and Day Care, its staff, governors of the school, directors of the company, parents/carers or children. Privileged information must remain confidential.

I will not post the name of my place of work.

I will not upload on my personal social networks any material about, or references to, the school/day care or its community.

Passwords

I understand that there is no occasion when a password should be shared with anyone who is not a staff member.

Data Protection

I will follow requirements for data protection as outlined in the Data Protection and Data Security policies. These include:

- Photographs must be kept securely and used appropriately, whether on site, taken off site or accessed remotely
- Personal data can only be taken out of Batford Nursery School & Day Care or accessed remotely when authorised by the manager or directors

- Personal or sensitive data taken off site must be encrypted

Images and Videos

I will only upload images or videos of staff, children or parents/carers onto Batford Day Care approved sites where specific permission has been granted by **Amy Gaitely/Zoe Price/Sarah Darkins**.

I will not take images, sound recordings or videos of Day Care events or activities on any personal device.

Use of Email

I will use my work email address to receive and respond to all Batford Nursery School & Day Care business and will not forward my work emails to any other email address. All such correspondence must be kept professional and is open to Subject Access Requests under the Freedom of Information Act. I will not use my work email addresses for personal matters or non-work business.

Use of Personal Devices

I understand that as a member of staff I should at no time put myself in a position where a safeguarding allegation can be made against me as a result of my use of personal devices. I understand that the use of personal devices at Batford Nursery School & Day Care is at the discretion of the Head of Centre.

I will only use approved personal devices in designated areas and never in front of children.

I will not access secure information from personal devices other than through the nursery school/ day care Microsoft SharePoint, which ensures any documents accessed on a personal device remain on the school server and are never actually on the computer being used.

Additional Hardware/Software

I will not install any hardware or software on Batford Nursery School & Day Care equipment without permission of **Sarah Hedges/Amy Gaitely**.

Promoting Online Safety

I understand that online safety is the responsibility of all staff, governors and directors and I will promote positive online safety messages at all times including when setting homework or providing pastoral support.

I understand that it is my duty to support a whole setting safeguarding approach and will report any inappropriate or concerning behaviour (of other staff, governors, directors, visitors, children or parents/carers) to the DSL, **Amy Gaitely, DDSL, / Sarah Darkins/ Zoe Price or to the Head of Centre, Sarah Hedges**.

Room Management of Internet Access

I will pre-check for appropriateness all internet sites used in the room; this will include the acceptability of other material visible, however briefly, on the site. I will not free-surf the internet in front of children.

Video Conferencing

I will only use the conferencing tools that have been identified and risk by the Head of Centre/Day care manager. The platform approved for general use is MS Teams. Zoom may also be used but only with the specific approval of the Head of Centre (**Sarah Hedges**).

User Signature

I agree to follow this Acceptable Use Agreement and to support online safety throughout Batford Nursery School & Day Care. I understand this forms part of the terms and conditions set out in my contract of employment (staff members only) and/or my responsibilities as a director.

Full Name:	
Job Title:	
Signature:	
Date:	

Appendix B: Requirements for visitors, volunteers and parent/carer helpers

(Working directly with children or otherwise)

BATFORD DAY CARE

Online Safety Lead: Amy Gaitely – Day Care Manager

This document is designed to ensure that you are aware of your responsibilities when using any form of IT at Batford Nursery School & Day Care and other aspects of safeguarding in connection with online safety.

Please raise **any** safeguarding concerns arising from your visit immediately with the Day Care Managers or the Head of Centre.

I understand I may only use my personal mobile phone(s) and other devices with camera functions in the staff room or offices. When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.

I will not take images, sound recording or videos of Batford Nursery School & Day Care events or activities, on or off site, on any device. Any possible exception must be pre-arranged.

I will not give out my personal details such as mobile phone number, email address, and social media account details to parent/carers. Where appropriate I may share my professional contact details with parents/carers provided the Managers/headteacher is informed before I leave the Batford Nursery School & Day Care site.

I understand my visit to Batford Nursery School & Day Care may give me access to privileged information about children, staff, school or day care systems and plans. Such information should never be shared online, including on social media sites.

I understand I should not use Batford Nursery School & Day Care equipment to access the internet without prior approval from my contact in the setting or the from the Managers/Head of Centre.

If working in the rooms, I will pre-check for appropriateness of all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of children. If I am in any doubt about the appropriateness of the content I plan to use I will check with my contact at Batford Nursery School & Day Care.

Full Name:	
Job Title:	
Signature:	
Date:	

Appendix C: Online safety policy guide for parents

- Summary of key parent/carer responsibilities

Batford Nursery School & Day Care provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole Batford Nursery School & Day Care community.

- Parents/carers may only use personal mobile phones and devices in designated areas of Batford Nursery School & Day Care unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on Batford Nursery School & Day Care premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and parents/carers. When a parent/carer is on Batford Nursery School & Day Care premises but not in a designated area, their phone/s must be switched off and out of sight.
- Parents/carers should not assume that children can bring technological devices to Batford Nursery School & Day Care and should always check the setting's policy.
- All cyberbullying incidents affecting children in Batford Nursery School & Day Care should be reported immediately. (If the incident involves an indecent image of a child the report must also be made immediately to the police for your own protection.) Batford Nursery School & Day Care will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable block the sender and report abuse to the site. Evidence should be retained and shown in school or the Day Care and/or to the police. Evidence should not be forwarded.
- Batford Nursery School & Day Care may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the Batford Nursery School & Day Care name or logo in any form.
- Any parent/carer distressed or concerned about an aspect of Batford Nursery School & Day Care should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share Batford Nursery School & Day Care related information or images online or post material that may bring Batford Nursery School & Day Care or any individual within it into disrepute. Negative postings about Batford Nursery School & Day Care would impact on the reputation of the whole community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the Batford Nursery School & Day Care, staff, children and parents/carers.

Please see the full online safety policy in the policies section on the Batford Nursery School & Day Care website.

Appendix D: Guidance on the process for responding to cyberbullying incidents

All cyberbullying incidents should be reported and responded to. Where the perpetrator is a member of the Batford Nursery School & Day Care community the majority of cases can be dealt with through mediation and/or disciplinary processes.

The following procedures are recommended:

- Never reply to the sender/poster of cyberbullying content. If applicable, block the sender.
- Incidents should be reported immediately. Children should report to a member of staff (e.g. class teacher, headteacher) and staff members should seek support from their line manager or a senior member of staff.
- The person reporting the cyberbullying should save the evidence and record the time and date. This evidence must not be forwarded but must be available to show at a meeting. Under no circumstances should indecent images of children and young people be printed or forwarded as this is a further criminal act. Staff should not ask to see the evidence of reported indecent images of children or young people but must refer this immediately to the police. Any member of staff being shown such evidence should immediately inform their line manager or the headteacher so that the circumstances can be recorded.
- A senior member of staff will meet with the person who has reported the incident and the target, if different, to listen, reassure and support. All relevant facts will be reviewed and documented.
- A senior member of staff will conduct an investigation.
- Anyone found to have cyberbullied will have attention drawn to the seriousness of their behaviour and if necessary, the police will be involved. If the comments are threatening, abusive, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.
- Once evidence has been secured then the person who has cyberbullied will be requested to remove the offending comments/material. Any refusal will lead to an escalation of sanctions.

Appendix E: Guidance for staff on preventing and responding to negative comments on social media

Batford Nursery School & Day Care should make it clear which, if any, social media platforms are used to communicate with parents/carers. If used correctly, parents can use a social media site as a source of reliable information. The online safety policy, see especially Appendix C (Online safety policy guide - Summary of key parent/carer responsibilities), clarifies that no other social media platforms should be set up using Batford Nursery School & Day Care's name or logo.

Batford Nursery School & Day Care should regularly reinforce with all parties that discussion of Batford Nursery School & Day Care issues on social media platforms, either positive or negative, should not take place as this could bring Batford Nursery School & Day Care into disrepute and affect families and children. Parents should be encouraged to be good online role models and not post statements written in anger or frustration. Identified routes to raise concerns directly with Batford Nursery School & Day Care should be used.

If negative comments are posted:

- Collect the facts
 - As soon as you become aware of adverse comments relating to Batford Nursery School & Day Care you need to establish what is being said. It is essential that if you have access to the postings they are secured and retained together with any other evidence. Do not become engaged in responding directly.
 - If the allegations against a member of staff or a child are of a serious nature, these will need to be formally investigated. This may involve the police and the headteacher will need to follow Batford Nursery School & Day Care's safeguarding procedures.
 - If there is a risk of serious damage to the reputation of Batford Nursery School & Day Care or the reputation of individual members of staff, professional legal advice should be sought.

Adverse comments of any kind are highly demotivating and cause stress and anxiety. It is important that the senior staff reassure and support all staff and/or other affected members of the Batford Nursery School & Day Care community.

- Address negative comments and complaints

Contact the complainants and invite them to a meeting. In the meeting, make sure you have any evidence available. The meeting must:

- Draw attention to the seriousness and impact of the actions/postings;
- Ask for the offending remarks to be removed;
- Explore the complainant's grievance;
- Agree next steps;
- Clarify the correct complaints procedures.

If the meeting does not resolve the issue, the parents must be informed that Batford Nursery School & Day Care will need to take the matter further. This may include:

- Reporting the matter to the social network site if it breaches their rules or breaks the law.
- Reporting the matter to the police if it breaks the law, e.g. if the comments are threatening, abusive, malicious, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.

If inappropriate postings continue or the original material is not removed, a second meeting is advisable to re-iterate the seriousness of the matter.

Appendix F- Online safety incident reporting form

Any member of the Batford Nursery School & Day Care community can raise a concern about an online safety incident. If you have witnessed or experienced an incident, please complete **Part One** of the form below to help us to address the issue. It is important that you provide as much detail as possible.

Once completed please hand this report to Amy Gaitely (Online Safety Lead).

PART ONE

Name of person reporting incident:			
Signature:			
Date you are completing this form:			
Where did the incident take place:	Inside Batford Nursery School & Day Care?		Outside Batford Nursery School & Day Care?
Date of incident(s):			
Time of incident(s):			

Who was involved in the incident(s)?	Full names and/or contact details
Children/young people	
Staff member(s)	
Parent(s)/carer(s)	
Other, please specify	

Type of incident(s) (indicate as many as apply)			
Accessing age-inappropriate websites, apps and social media		Accessing someone else's account without permission	
Forwarding/spreading chain messages or threatening material		Posting images without permission of all involved	
Online bullying or harassment (cyber bullying)		Posting material that will bring an individual or Batford Nursery School & Day Care into disrepute	
Racist, sexist, homophobic, religious or other hate material		Online gambling	
Sexting/Child abuse images		Deliberately bypassing security	
Grooming		Hacking or spreading viruses	
Accessing, sharing or creating pornographic images and media		Accessing and/or sharing terrorist material	
Accessing, sharing or creating violent images and media		Drug/bomb making material	
Creating an account in someone else's name to bring them into disrepute		Breaching copyright regulations	
Other breach of acceptable use agreement, please specify			

Full description of the incident	What, when, where, how?
Name all social media involved	Specify: Twitter, Facebook, WhatsApp, Snapchat, Instagram, etc
Evidence of the incident	Specify any evidence available but do not attach.

PART 2 (For completion by Online Safety Lead

Immediate action taken following the reported incident:	
Incident reported to online safety Lead /DSL / DDSL/ Headteacher	
Safeguarding advice sought, please specify	
Referral made to HCC Safeguarding	
Incident reported to police and/or CEOP	
Online safety policy to be reviewed/amended	
Parent(s)/carer(s) informed please specify	
Incident reported to social networking site	
Other actions e.g. warnings, sanctions, debrief and support	
Response in the wider community e.g. letters, newsletter item, assembly, curriculum delivery	

Summary of incident, investigation and outcome (for monitoring purposes)	
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Name of person completing Part 2:	
Signature:	
Date actions completed:	