



Tiny Hands Big Futures Ltd

Online Safety Policy

Updated September 2024

1. Introduction

Online Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology - including computers, mobile phones and online games - and provides safeguards and awareness for users to enable them to control their online experiences.

Tiny Hands Big Futures Ltd assess the level of risk associated with the use of digital and interactive technology by children in their care and take appropriate steps to safeguard children and staff, according to the level of risk identified. Because of the diverse nature of our work, this will vary in our organisation.

The responsibility for Online Safety and the Lead Officer is Tracy Rodgers.

2. Benefits of the Internet for Children at Tiny Hands Big Futures Ltd

The purpose of Internet use at Tiny Hands Big Futures Ltd is to promote the wellbeing and achievement of children, to support the professional work of staff and to enhance the organisation's management information and administration systems.

Internet use is an essential element in 21st century life for education, business and social interaction. It is also part of the statutory curriculum from the age of 5 years. Tiny Hands Big Futures Ltd has a duty to provide children with quality Internet access and equip them with the skills to be safe whilst using digital and interactive technology.

Benefits of using the Internet include:

- Access to world-wide educational resources including museums and art galleries;
- Educational and cultural exchanges between children world-wide;
- Access to experts in many fields for children and staff;
- Professional development for staff through access to national developments, educational materials and effective professional practice;

- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of;
- Networks and automatic system updates;
- Exchange of professional issues and administration data between local, regional and national organisations;
- Access to learning and communication wherever and whenever convenient.

Tiny Hands Big Futures Ltd internet access will be designed expressly for children's use and includes filtering appropriate to the age of children.

Children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Internet access will be planned to enrich and extend learning and personal development activities.

Staff at Tiny Hands Big Futures Ltd will guide children in on-line activities that will support learning outcomes, which are planned according to their age and maturity.

Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

3. Managing Internet Use in Organisational Settings

This section provides guidance about how to manage the use of the Internet in the organisation. Children should be provided with guidance in computer rooms.

Authorised Internet Access

The organisation will maintain a current record of all staff and children who are granted Internet access.

All staff must read and sign the 'Acceptable Use Policy' or similar before using the organisation's ICT resource.

Parents / carers will be informed that children will be provided with supervised Internet access.

Parents / carers will be asked to sign and return a consent form for children's access.

World Wide Web

If staff or children discover unsuitable sites, the URL (address), time, content must be reported to the designated manager - Tracy Rodgers.

The organisation will ensure that the use of Internet derived materials by children and staff complies with copyright law.

Children should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

E-mail

Access to external personal e-mail accounts may be blocked.

E-mails sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on organisation headed paper.

Families should only contact members of staff of Tiny Hands Big Futures Ltd using business email addresses or telephone numbers. This includes staff who they knew before becoming service users of the organisation. Any exceptions to this should be discussed with Tracy Rodgers. This is to safeguard the children, their families and the member of staff from allegations of misconduct.

Social Networking

Tiny Hands Big Futures Ltd should manage/block/filter access to social networking sites as appropriate for children.

Children and staff should be advised never to give out personal details of any kind which may identify them or their location.

Children and staff should be advised to consider whether the photos they upload to any social network are appropriate to be seen in a public space and to control who can access their images.

Children should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block and report unwanted communications. They should be encouraged to invite known friends only and deny access to others.

Children and their families should not contact members of staff via social networking sites. Staff should not accept them as friends on social networking sites and should be encouraged to review information posted about them on such sites.

Filtering

Tiny Hands Big Futures Ltd will work with identified organisations within SCC to ensure suitable filtering and monitoring systems are installed and used as effectively as possible.

Virus protection will be installed and updated regularly.

Security strategies should be discussed with the organisation's senior management team.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

4. Publishing Images and Work on the Internet

Photographs that include children will be selected carefully and will not enable individuals to be clearly identified.

Children's full names will not be used anywhere on the organisation's Web site or Blog, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of their children are published on the organisation's Web site.

Work can only be published with the permission of the children and their parents or carers.

5. Managing other Technologies

Emerging technologies will be examined for educational and developmental benefit and a risk assessment will be carried out before use in Tiny Hands Big Futures Ltd.

Children should not use mobile phones during time spent with staff from the organisation, without prior agreement from a relevant member of staff or key worker.

If children send abusive or inappropriate text messages, this will be dealt with by a relevant member of staff or key worker and may result in action being taken.

Staff will be issued with an organisation phone where contact with children is required. They should not use their personal mobile phone to contact children or their families.

6. Assessing Risk

Tiny Hands Big Futures Ltd will take all reasonable precautions to prevent access to inappropriate material. However, due to the international access available via the Internet, it is not possible to guarantee that unsuitable material will never appear on an organisation's computer. Tiny Hands Big Futures Ltd nor Sheffield Safeguarding Children Partnership can accept liability for the material accessed, or any consequences of Internet access.

Any child or member of staff who inadvertently accesses inappropriate sites or materials should immediately report the incident to the designated Online Safety lead officer Tracy Rodgers.

Tiny Hands Big Futures Lt should audit ICT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate.

7. Handling Online Safety Complaints

Complaints of Internet misuse will be dealt with by the line manager as per the Tiny Hands Big Futures Ltd code of conduct.

Any complaint about staff misuse must be referred to Online Safety Manger - Tracy Rodgers.

Children and parents / carers will be informed of the complaints procedure.

Discussions will be held with South Yorkshire Police to establish procedures for handling potentially illegal issues. They can be contacted on 0114 220 2020.

8. Communicating the Contents of this Policy

Children

Rules for Internet access will be posted in all networked rooms and classrooms.

Children and staff will be informed that Internet use will be monitored.

Staff

All staff will be given a copy of this policy, its importance explained and asked to sign the acceptable use policy for staff.

Staff should be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents / Carers

Parents / carers' attention will be drawn to this Online Safety Policy in newsletters, the organisation brochure and on the organisation's web site.

Keeping Children Safe in Education 2024 will be used to inform this policy.

Updated by T Rodgers



Policy review date: Sept 2025