



Online Safety and Journals Policy

Use of Online journals (Tapestry)

At Mansbridge Community Pre-School and Nursery we provide all children attending an 'online learning journey' through the platform of 'Tapestry', which records attendance, personal details, emergency contacts, invoices, observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journey. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the Pre-School through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

- At Mansbridge Community Pre-School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for their development and the compilation of their learning journey, however all staff are able to capture observations for each other's children.
- Parents logging into the system are only able to see their child(ren)'s learning journey.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journey they are asked to give permission for their child's photo to appear in other children's learning journeys.
- Before accessing the system, parents have to sign an agreement not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Tapestry provides a fantastic tool for sharing information between the Pre-School and parents. Each child's learning journey is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Parents without internet

For parents without access to the internet, they can view their child's journal on one of our Pre-School tablets in the setting.

When children leave



When children move to another setting we will securely email a PDF to the setting or send on a disc securely through the post. When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at pre-school.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by Mansbridge Community Pre-School.
- Staff should not share any information or photographs relating to children with any person not employed by Mansbridge Community Pre-School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. tablet that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on Pre-School premises, staff must maintain confidentiality and professionalism and adhere to the tapestry staff agreement they must sign.
- Staff can only access records of their key children at home with the parents written consent
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of Mansbridge Community Pre-School.
- At all times staff must comply with Child Protection policies and Computer safe use policies.

ONLINE SAFETY

Our nursery is aware of the growth of the internet and technology and the advantages this can bring to everyday life. However, it is also aware of the dangers it can pose and we strive to support children, staff and families to use the internet safely.

We refer to ['Safeguarding children and protecting professionals in early years settings: online safety considerations'](#) to support this policy.

The Designated Safeguarding Lead is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to Shelley King or Becky Keen.

The use of technology has become a significant component of many safeguarding issues such as child sexual exploitation, radicalisation and sexual predation with technology often providing the platform that facilitates harm.

The breadth of issues included within online safety is considerable, but can be categorised into three areas of risk:

1. **Content:** *being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views*
2. **Contact:** *being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults, and*



3. **Conduct:** *personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.*

Within the nursery we aim to keep children, staff and parents safe online. Our safety measures include:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops, tablets and any mobile devices
- Ensuring all devices are password protected and have screen locks.
- Monitoring all internet usage across the setting
- Providing secure storage of all nursery devices at the end of each day
- Reviewing all apps or games downloaded onto devices ensuring they are age and content appropriate
- Using only nursery devices to record and/or photograph children in the setting
- Ensuring that staff do not use personal electronic devices with imaging and sharing capabilities, including mobile phones, smart watches and cameras
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Teaching children how to stay safe online and report any concerns they have
- Ensuring children are supervised when using internet connected devices
- Not permitting staff or visitors private access to the nursery Wi-Fi
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not; comparing people in real life situations to online 'friends'
- Providing training for staff, in online safety and understanding how to keep children safe online. We encourage staff and families to complete a free online safety briefing, which can be found at <https://ndna.org.uk/product/free-online-safety-in-early-years/>
- Staff modelling safe practice when using technology with children and ensuring all staff abide by an acceptable use policy such as instructing staff to use the nursery IT equipment for matters relating to the children and their education and care only. No personal use will be tolerated (see Acceptable internet use policy)
- Monitoring children's screen time to ensure they remain safe online and have access to material that promotes their development. We ensure that their screen time is within an acceptable level and is integrated within their programme of learning
- Making sure the physical safety of users is considered, including the posture of staff and children when using devices
- Being aware of the need to manage our digital reputation, including the appropriateness of information and content that is posted online, both professionally and personally. This is continually monitored by the setting's management
- Staff must not friend or communicate with parents on personal devices or social media accounts
- Ensuring all electronic communications between staff and parents is professional and takes place via the official nursery communication channels, e.g. the setting's email addresses and telephone numbers. This is to protect staff, children and parents



- Signposting parents to appropriate sources of support regarding online safety at home.

If any concerns arise relating to online safety, then we will follow our Safeguarding children and child protection policy and report all online safety concerns to the DSL.

The DSL will make sure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral
- All concerns are logged, assessed and actioned in accordance with the nursery's safeguarding procedures
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern
- Staff have access to information and guidance for supporting online safety, both personally and professionally
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>1st September 2026</i>	S.King	<i>1st September 2027</i>