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# North Somerset Keeping Children Safe Online Audit for Early Years settings October 2021

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| **Use of technology in the setting** |
| Does your setting have a robust and effective policy that supports safe internet usage?Actions |
| Does this policy cover the use of wearable technology such as smart watches?Actions |
| Do you check apps, websites, and search results before using with children?Actions |
| Do you make sure that the setting uses child friendly search engines and apps?Actions |
| Do you use safety modes, filters, and privacy settings to ensure safety of children?Are these updated regularly?Actions |
| Do you ensure that access to the setting’s network and IT infrastructure is secure, for example password protection, screen locks, antivirus, and anti-spyware software?Is this reviewed and updated regularly? Actions |
| Are devices locked away at the end of each day?Actions |
| Do you ensure all USB used in the setting are encrypted and stored securely at the end of each day?Actions |
| Are children always supervised when using the internet?Actions |
| Do you talk to young children about safe use of the internet in an age-appropriate way?Actions |
| Do you have reminders on laptops/tablets etc outlining online safety rules?Actions |
| Do you model safe online behaviour?Actions |
| Do you model behaviours that support children in understanding the importance of privacy? For example, asking children their permission before you take photographs for learning diaries/ displays?Actions |
| Do you ensure that personal data is managed securely online in accordance with GDPR requirements and data protection legislation?Actions |
| **Partnerships with parents** |
| Are parents aware of what access their children have to the internet at the setting?Actions |
| Do you discuss and promote safe internet usage for children at home with parents? For example, by sharing leaflets/signposting to useful websites/ displaysActions |
| Do you have clear guidelines to manage online relationships between staff and parents?Actions |
| Do you regularly monitor and review your social media page to monitor who is accessing/engaging with your posts?Actions |
| Do you ensure that you operate any social media pages within UK GDPR regulations, e.g., regarding images and permissions from parents?Actions |
| **Staff** |
| Have all staff read and understood policies and procedures linked to safe internet usage, and staff use of social media?Actions |
| If you use online learning diaries, are all staff aware of how these should be used safely?Actions |
| If your setting uses social media as a communication/ marketing tool, do all staff follow guidance set out in policies such as not sharing photos without consent, prohibiting the use of personal devices to share setting content?Actions |
| Do staff know how/ who to report concerns about things they see on social media?Actions |
| Has the designated person accessed training to ensure they understand the risks associated with online risks for early years children?Actions |
| Have all staff received online safety training?Actions |
| Do all staff receive regular updates about online safety?Actions |

Useful resources

Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>

Safeguarding children and protecting professionals in early years settings: online safety considerations for managers

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

Internet Watch Foundation - if settings need to report illegal images (child sexual abuse material)

<https://www.iwf.org.uk/>

The Child Exploitation and Online Protection Centre (CEOP) -if staff are worried about online abuse or the way that someone has been communicating online.

<https://www.ceop.police.uk/ceop-reporting/>

The UK Safer Internet Centre helpline for professionals

<https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>

Inspecting Safeguarding in Early Years

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills>

Childnet has produced a useful checklist to share with staff

<https://www.childnet.com/ufiles/Using-technology-safely-checklist.pdf>

Parent Zone a range of resources for children, parents, and practitioners

<https://parentzone.org.uk/home>

The UK safer internet has a range of resources for the 3-11 age range where you can find online safety tips, advice, and resources to help children and young people stay safe online.

<https://www.saferinternet.org.uk/>