

CHADDLEWOOD PRE-SCHOOL AND WOODIES OUT OF SCHOOL CLUB



WESTFIELD, PLYMPTON, PLYMOUTH, DEVON. PL7 2EU



ACCEPTABLE USE OF ICT

(including mobile telephones, cameras and the internet)

Policy statement

We want children to understand that Information and Communication Technology (ICT) is an integral part of everyday life and be confident to use it. Staff and Committee members use ICT to ensure the smooth running of the setting and to record the children's progress and achievements. We recognise that our duty of care to the children is our primary concern and we have stringent procedures for safeguarding children from inappropriate use of mobile telephones, cameras and the internet. In our setting we take our privacy responsibilities seriously and as such will only use your personal information to manage our responsibilities towards your child- all personal information will be used in accordance with this goal. Please see our GDPR policy for more information concerning use of your personal information and its storage and deletion.

Procedures

Our E Safety Officer is **Claire Kerswill** who over sees computer use and updates our Website.

Mobile Telephones:-

The use of mobile telephones by practitioners and visitors is **prohibited** in various areas of the setting and practitioner's devices are put away or put in the office if expecting an urgent call during working hours. Visitors are made aware of our policy and we also request that they turn their mobile telephone off. Practitioners may use their mobile telephone during their designated breaks when away from the children.

If someone is expecting or needing to make an urgent call the setting telephone may be used. If this is still not feasible then persons may make a mobile call from the office, away from the children.

The setting has an emergency mobile telephone which is used for outings and in cases where the landline may be faulty. The same vigilance applies and the device would not be used unless in an emergency and away
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from the children, or, in the case of an outing in full view of other practitioners. Our whistle blowing policy, vigilance and open plan environment as well as prohibited areas protects children in our care. Cameras on mobile telephones **must not** be used in the setting.

Computers, Tablets and the Internet:-

Each building has tablets for staff to use for to complete children's online journals (Tapestry, more information on Tapestry procedures are in the Tapestry/children's records policy). We use computers/tablets to write children's records including Progress Reports, Transfer Documents and IEP's. The images taken on the tablet's camera are used in the children's developmental records, evidencing a child's progress and achievements. Woodies may also use the tablets to contribute to children's learning journals or to take photographs of children in their sessions for display, marketing and achievement purposes.

Cameras on the tablets are subject to the same vigilant procedures as mobile telephones and smart watches are not prohibited in areas where a child's personal hygiene needs are being met. The photographs on the tablets are deleted after 1 month. Tablets must not be taken home by staff members unless permission from the manager is given. Tablets may be taken out during trips but are monitored by the supervisor and all other safeguarding procedures for trips apply. Parents sign documentation when their child starts at the setting giving us permission to take photographs of their child for their developmental records. We also ask permission for photographs to be taken at events such as Sports Day, presentation events, for website and training purposes. We respect the parents' wishes at all times. We also state at the beginning of each event such as the Christmas Play that photographs must not be used on social networking sites. If a parent does not give permission for photographs to be taken the setting manager will assess if it warrants a complete camera ban or alternative arrangements for the particular family need to be made.

Each building has one or more computers/chrome books and tablets, for the children to use and one or more for practitioners, business manager, and managers to use. Equipment in the hut has internet but children **DO NOT** have independent access, and are password protected for the safety of the children. We have made this decision on the basis that computer skills can be taught via appropriate games. Where children need the

internet to support their learning this **MUST** be done with an adult present. Each device with appropriate games on for children to use with adult supervision to aid the child's understanding of ICT and their learning and development.

The business manager has personal information on the computer in her office e.g. names and addresses needed for invoicing. This computer is secured with a password for access and another password which only the business manager and manager know. Each Practitioner is asked to sign a Professional Conduct Agreement (yearly) to ensure there is no confusion between their home and professional roles when using networking sites. All computers and tablets have malware and anti-virus programs, which are used to scan for any threats.

Smart watches:-

At Chaddlewood Preschool and Woodies out of School Club, we believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children, we do not allow the use of smart watches during working hours to answer telephone calls or texts. We require our staff to be responsible and professional in their use of smart watches and ask parents and visitors to also respect and adhere to our policy.

Arrangements

Staff must adhere to the following:

- Smartwatches are allowed and used at staff discretion.
- Smart watches/mobile phones can only be used on a designated breaks and then this must be away from the children, in the staff room or off the premises
- No photographs/recordings should be taken of the children on smart watches/mobile phones
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

ICT MISUSE POLICY

This policy aims to ensure that any allegation, which is made in respect of the intentional or unintentional misuse of any online technologies, is addressed in a responsible and calm manner. Allegations must be dealt with promptly, sensitively and fairly in line with agreed procedures. The overall priority should be to ensure the safety and wellbeing of children at all times. If it is suspected at any stage that a child may have been or is considered to be subject to abuse, Safeguarding procedures should be implemented with immediate effect. All practitioners, parents and carers can access our website to learn how to report a concern regarding ICT activities in the setting. Children should know, through conversations and posters that they need to tell a grown up if they feel scared or unhappy about anything they have seen on the internet.

The policy should include:

- procedures to follow to report a possible incident within the provision
- all incidents will be dealt with on an individual case basis. The context, intention and impact of each incident should determine the response and action to be taken
- procedure that will be followed upon an incident being reported
- procedures for any internal or external investigations
- procedures for any disciplinary procedures following investigations
- all incidents and information from investigations will be recorded and monitored
- incidents that may need to be reported and to which agencies
- reference to the safeguarding policy and procedures for any incidents relating to an allegation against a member of staff
- following an incident an online safety review will be undertaken (risk assessment of online technologies and review of procedures).

This policy was adopted at

Chaddlewood Preschool and
woodies Out of School Club

on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (chairperson)
