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**Play • Learn • Grow**

**Safeguarding and Welfare Requirement: Information and Records:** Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

**Safety and Suitability of Premises, Environment and Equipment :** Providers must have a clear and well-understood policy, and procedures for assessing any risks to children's safety, and review risk assessments regularly.

**Child Protection:** The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

## Acceptable Use of Technologies Policy

### Policy Statement

This policy has been written to make sure that everyone knows how we will help children at this setting to become responsible users of technologies and to stay safe. It applies to the use of technologies on the Pre-school premises (the "setting") and in any locations visited in connection with the running of the Pre-school. It applies to technologies owned by the setting and to that owned by others.

The purpose of having a policy on acceptable use in this setting is to try to ensure that:

- Children in our care are kept as safe as possible;
- All adults and children on the premises will be responsible users who are proactive about their own safety; and
- This setting's Information and Communication Technology (ICT) and users are protected from accidental or deliberate misuse which could put the setting and its users at risk.
- The term technologies refers to computers/laptops, mini-books, mobile phones, any devices with internet access, memory sticks, cameras and any equipment which stores personal information (databases, electronic records, contact details etc).

### Keeping safe

- The Leader will have an awareness of the use of ICT, email and other digital communications within the setting.
- The computers at both Pre-school sites are linked to the South West Grid Filtering for Learning (SWGFL) which monitors the safe use of ICT.
- Adults:
  - will adopt a user name and password to protect the pre-school and the data it holds, including the records of children and families. We will choose the user name and password carefully so that they cannot be easily guessed.
  - will ensure that all data (including business documents and files) are regularly backed up.

- will not engage in any on-line activity that may compromise the pre-school's professional responsibilities or compromise the reputation of the setting or the safety and wellbeing of staff or children.
- will ensure that the personal data for any child or family is kept private and confidential, except when we are required by law or by the pre-school's policy to disclose it to an appropriate authority.
- Where personal data is transferred outside the pre-school this must be done in an agreed secure way. If security cannot be guaranteed, we will make sure that the data is not sent electronically.
- will ensure that there are suitable filtering and security systems in place and that they are not bypassed.
- Will not use personal mobile phones and cameras to take images of children in the pre-school.

### **Promoting safe use by children**

- Staff and anyone else on the premises will:
  - model safe use of the internet and help children to learn to use technologies safely;
  - take all reasonable steps to ensure that all use of the internet is supervised and deal with any issues that arise; and
  - take immediate action in line with our pre-school's policy if a child reports any concerns or if an issue arises that might compromise the safety of any users or the security of the pre-school.

### **Communicating and sharing**

- Staff and anyone else on the pre-school premises:
  - will communicate online (This includes communication by text.) in a professional manner and tone and will not use aggressive/inappropriate language nor compromise either their own position or the reputation of the Pre-school;
  - will only communicate with parents/carers using official systems
  - will not use personal email addresses on the Pre-school's ICT systems unless given permission;
  - will ensure that permission is obtained to use the original work of others and will credit them if it is used. Staff will not download or distribute copies of material (including music and videos) which is protected by copyright.
  - will only take images of children and staff where it relates to agreed learning and management activities and will ensure that parent/staff permission is obtained before the images are taken.
  - will ensure that, where these images are published (e.g. on the setting website or in a newsletter) it will not be possible to identify the children who are featured by name or to discover any other personal information about them. Unless parental permission is held.
  - will ensure that parental/staff permission will be obtained if images are to be published online or in the media;

### **Research and recreation**

- Staff and anyone else on the pre-school premises:
  - will ensure that technology equipment is not used to upload, download or access any materials which are illegal (e.g., child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or are inappropriate or may cause harm or distress to others;
  - will not (unless permitted) make large downloads or uploads that might take up internet capacity;

- understand that all the pre-school's ICT equipment is primarily intended to support management and learning and will only be used for personal or recreational use if permission has been given.

**Buying and selling**

- The pre-school will not allow others to use equipment owned by the setting for online purchasing or selling.

**Problems**

- The pre-school will ensure that others understand it is their duty immediately to report to the Leader:
  - any illegal, inappropriate or harmful material or incident of which they become aware; and any damage or faults involving equipment or software, however this may have happened.
- If the pre-school believe a young person may be at risk the Leader will follow the child protection procedures.
- If the pre-school believe a child or adult may be being bullied the Leader will follow the agreed procedures.
- The pre-school will ensure that others understand their duty not to:
  - install or store programmes on a computer owned by the pre-school unless they have permission;
  - try to alter computer settings,
  - cause damage to ICT equipment in the pre-school;
  - open any pop-ups or attachments to emails unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

This policy was adopted at a meeting of

First Step Preschool

name of setting

Held on

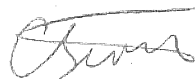
16th March 2016

(date)

Date to be reviewed

(date)

Signed on behalf of the management committee



Name of signatory

CHARLOTTE SUMMERS

Role of signatory (e.g. chair/owner)

CHAIR.

