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Document.	030	Appropriate Use of ICT (Online Safety) Policy			
Revision	01	Approved By	P Whateley	Approval Date	02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Aims

The Duchy Pre-school & Playgroup recognises the value of various different forms of ICT both in the education of the children and the smooth running of the setting. However there are potential risks to safety and of inappropriate use. This policy sets out clearly how the Duchy Preschool will ensure the highest professional levels of use of ICT.

Policy

The Internet

- The Playgroup computers have appropriate anti-malware (anti-virus, trojan etc) software and firewall protection installed and implemented as per Data Protection Policy 0014.
- The Playgroup computer is fitted with appropriate Parental Controls to ensure that potentially unsafe sites are not able to be accessed by the children. This may be either through controls within the web browsers in use (e.g. “Web Of Trust”), or by the use of a proxy server and browser port redirection. Should an inappropriate incident take place this should be reported to the supervisor and the Designated Safeguarding Officer and a log kept.
- Internet access by children and staff is managed and monitored and a secure password needs to be used by staff before access can be gained.
- The computer is situated in clear sight of other staff in the main classrooms and allows for adults to overview what content the children are accessing and ensure that it is safe and appropriate.

Social Networking Sites etc.

- Staff are free to set up their own personal web pages on social networking sites, or use weblogs (“blogs”) on the internet in their own time, provided it does not break the law or disclose anything to do with the Duchy Pre-school & Playgroup, the staff team, trustees, children or families, in line with our Confidentiality Policy 0005.

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- From time to time Trustees on the Fund-raising committee may choose to advertise charity events through such sites as Facebook ®. Information included will be restricted simply to the time, date and location of the event and what monies are being raised for.
- With the exception of authorised access to the Preschool Website and Preschool Blog, staff are not permitted to use Preschool computers to access Social Networking Sites of Blogging sites.
- Should staff become aware of anyone mentioning the preschool in any abusive or inappropriate way online it should be reported to the person responsible for safeguarding who will seek advice on how best to deal with the situation.
- If a member of staff is discovered to have disclosed confidential information or been inappropriate with information shared on social networking sites they will face disciplinary action, which may result in dismissal if gross misconduct is reported and proved (Disciplinary Policy 0007).

Use of Cameras

- Only cameras owned by The Duchy Preschool and Playgroup and kept on Preschool premises are permitted to be used to take images within the setting. Use of personal cameras within the setting is prohibited at all times that children are on the premises.
- We always seek parental permission to take photographs of individual children and this permission must be in place before the child is left for their first session at the setting. We explain that images are used for observations and internal training only.
- Images taken are shared with parents through the Record of Achievement book for their child and occasionally used for wall displays within the setting.
- The cameras are easily available during the day for staff to use to capture spontaneous moments illustrating the children's learning and stored safely in the locked filing cabinet at the end of each day.
- All staff have access to the cameras (children also have access to two different cameras they can use around the setting when appropriate for their learning) and the Business Manager is responsible for the removal of images from the cameras and printing of the images for the individual files. This happens on site. All memory sticks and CDs storing images are kept

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on the premises and locked away. CDs are protectively marked.

- Any other use of photographs of children (for example in marketing or publicity) will require specific written individual permission from the parent or parents, and this permission will be kept in the child's admin folder.

Mobile Phones

- All mobile phones, including those of staff, visitors and parents are to be kept in the kitchen in closed staff bags. It is recognised that the Managing Supervisor and the Business Manager will need access to their bags for business purposes in the office. Their mobile phones will also be kept in their bags and will not be used whilst children have access to the office area.
- It may be that on occasions parents or staff are awaiting an urgent call. On such occasions and at the discretion of the Supervisor on duty, phones can be stored on the shelf in the main classroom and when they ring they can be answered in the kitchen. Staff will not be allowed to answer their mobile if the ratio of adult to children will go below the legal minimum required by Ofsted.
- Staff are encouraged to use the setting land line for emergency contact rather than their mobile phones.
- Staff and parents are never to use their mobile phones to record images, either still or video, whilst at playgroup. Any abuse of this must be reported to the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer.

Work Mobile

- The Duchy preschool owns a mobile phone and it is used for outings and is taken out of the building along with other equipment during fire drills. This phone is not able to take images or record voices. It is locked away at the end of sessions.
- We keep only a few senior staff contact phone numbers on the setting phone's memory. On outings, a list of emergency contact details are always taken with the group.

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Responsibility for periodic review	Personnel Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Original Policy	15/11/11	AGM
01	Addition of scope statement and other clarification	02/01/14	Business Manager

*Non-controlled document when printed
or downloaded!*

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