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Document.	030	Appropriate Use of ICT (Online Safety) Policy		
Revision	05	Approved By	Katy Taylor	Approval Date 07/01/24

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 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 Preschool computers and tablets have appropriate anti-malware (anti-virus, trojan etc) software and firewall protection installed and implemented as per Data Protection Policy 0014.
- The Preschool computer/tablets are 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 Lead, 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/tablets are 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 Preschool & Playgroup, the staff team, trustees, children or families, in line with our Confidentiality Policy 0005.
- Duchy Preschool operates its own Facebook page for marketing and information purposes. Parents/carers are invited to like the page. Any posts, including photographs will strictly adhere to the contents of this policy. The committee, the Settings Manager and the Business Manager have responsibility for the Facebook page. The Setting Manager can

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designate another member of staff who will be able to post information on the Preschool's Facebook page. Facebook privacy settings will be reviewed termly or more frequently if users are made aware of changes to privacy settings.

- With the exception of authorised access to the Preschool Website and Preschool Social Media websites, staff are not permitted to use Preschool computers to access Social Media Sites for their personal use.
- If personal social networking sites/accounts are used by staff, volunteers, parents/carers or visitors away from the Preschool setting, there should be no discussion of, or reference to Preschool, individual children, parents or staff. Confidentiality must always be maintained.
- 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.
- Parents/carers using social media are encouraged to discuss anything they may wish to post to a social media site with the Settings Manager or the committee prior to doing so, in order to safeguard individuals and protect the Preschool. Photographs containing children in the Preschool setting should not be posted in the public domain via any kind of social networking site by staff, volunteers, parents/carers or visitors. This is for the protection of all individuals concerned. Staff are referred to the Disciplinary Procedure for actions that may be taken by the Preschool in the event of any breach of this policy.
- 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).

Other electronic devices with imaging and sharing capabilities;

Use of Cameras

- The Duchy Preschool and Playgroup's staff use the Preschool's tablets in order to take photographs. Only the tablets owned by The Duchy Preschool and Playgroup and kept on Preschool's premises are permitted to be used to take images within the setting. Use of personal cameras and other photographs taking devices by Preschool staff within the setting is prohibited at all times that children are on the premises, unless an explicit permission is given by the Manager.
- The use of personal cameras/mobile phone cameras by the parents/guardians is only acceptable with explicit permission from Preschool staff at Preschool events. Parents/carers will be advised of our Online Safety policy at all such events and will be asked not to post any

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images (unless the image only contains their own child) on social networking sites or websites.

- Any abuse of the above procedures must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead
- The Preschool staff and committee reserve the right to refuse personal camera usage at any time without prior notice. On such an occasion that permission to photograph children is refused, staff or committee members are not required (and in some cases may be unable on the basis of safeguarding) to provide a reason for this decision.
- 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, training, and preschool's Facebook page.
- Images taken are shared with parents through Family for their child and occasionally used for wall displays, Facebook and advertising.
- The staff use the Preschool's tablets to take photographs. The tablets 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 memory sticks and CDs storing past images are kept on the premises and locked away. CDs are protectively marked.
- Staff should read this policy in conjunction with Use of Email, the Internet, and Social Media policy recorded in Staff Handbook.

Mobile Phones

- All mobile phones, including those of staff, visitors and parents are to be kept in the kitchen or other designated place, in closed staff bags. It is recognised that the Manager or other member of staff 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's land line for emergency contact rather than their mobile phones.

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Smart Watches

- Staff are permitted to wear smartwatches as phones are out of range, kept in the cupboard 'under the stairs'.
- Smartwatches worn during the preschool day are used only for the purposes of health tracking and telling the time.
- Any staff found to be using their smartwatches for any other reasons will be taken down the root of disciplinary.
- Visitors and parent's may also be wearing smartwatches when they enter the setting, they are to be made aware of the setting's policy by a member of staff on arrival.

Outings and Walking bus

- A senior member of staff will take their own mobile phone when going on outings. This will be placed in an envelope, signed, and dated on a sticker on the opening of the envelope, by the supervisor. This is to be only used in an emergency and will be checked by the supervisor when the outing concludes at the setting.
- The walking bus will also carry a senior members of staff's mobile phone with access to Family on it. This will be used to access the afterschool clubs register and also be used in case emergency contact with parents is needed. This is only to be used in sight of another staff member.

Tablets and Family

- The Preschool has tablets, used by the key workers. The tablets are for the use of the key workers only. Children will not have access to the tablets.
- At Duchy Preschool we provide all children attending an 'online learning journal' through the platform of 'Family' which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the preschool through to when they leave to attend Primary School (or for any other reasons if before this time).
- We use the secure online system Family which allows staff and parents to access 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 journals, however all staff can capture observations for each other's key children.

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- Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to comment (or 'reply') to observations staff have input as well as adding their own observations and photos/videos – any observations the parents add must be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals. Before accessing the system, parents sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- As well as containing the children's learning journeys, Famly is used for general communication between parents and staff such as absence private messages and toileting information. Each child's learning journal 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 to ensure they are providing relevant and informative information.
- Famly is hosted on secure dedicated servers based in the UK. Access to information stored on Tapestry can only be gained by unique user id and password. Parents can only see their own child's information and are unable to login to view other children's learning journal.

SAFE ACCESS PROCEDURES:

- a) Staff should logout of the Famly app or program when they are finished in order to maintain confidentiality.
- b) Staff should not share log in or password details with any person not employed by Duchy Preschool.
- c) Staff should not share any information or photographs relating to children with any person not employed by Duchy Preschool.
- d) Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. tablets that they are using and report any missing devices.
- e) If accessing Famly with a private computer/tablet/app, not on Preschool premises, staff must maintain confidentiality and professionalism.
- f) All entries on Famly must be appropriate.
- g) All entries on Famly remain the property of Duchy Preschool.
- h) At all times staff must comply with Safeguarding Policy, Confidentiality Policy and Online Safety.

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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
02	Reviewed, updated and amended. Added ref to tablets and Twitter. Added ref to Staff Handbook. Updated Mobile Phones section	06/06/19	Gosia Prout
03	Replaced "Record of Achievement Book" with "Tapestry"	09/01/20	Gosia Prout
04	Reviewed, replaced 'playgroup' with 'preschool' and 'Tapestry' with 'Famly'	17/10/23	Katy Taylor
05	Updated to include smartwatches	7/1/24	Katy Taylor

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