



Acceptable Use of Information And Communication Technology (ICT)

We use Information and Communication Technology (ICT)* across our whole setting to promote effective learning and development and enable accurate administration and record keeping. We recognise and understand the potential risks of ICT and the following procedures are implemented to safeguard the privacy, dignity, safety and well-being of the children and adults who use our setting. We collect, store and share electronic data in accordance with the General Data Protection Regulation (GDPR) 2018.

Scope and Responsibilities:

- The following procedures apply to all individuals at our premises. They aim to ensure safe, acceptable and appropriate use of ICT whilst respecting the rights of all individuals.
- Our Designated Safeguarding Person (Lucinda Tongue) has overall responsibility for ensuring ICT safety is an integral part of everyday safeguarding practice.
- The Manager has day-to-day responsibility.

IPads and the taking of photographs

- The Designated Safeguarding Person has overall responsibility for ensuring images are safely taken, stored, used, shared and published in line with the GDPR 2018.
- Only DBS checked members of staff take images of children and adults within the premises and on outings. Staff use our password protected iPads which are set not to remember passwords. Students are only permitted to take photos under close supervision from a member of staff.
- In line with the GDPR 2018 we obtain specific written consent from parents on our registration form before photographing or videoing their child. The form details how the images and videos are to be used and that the images are not used for any other purpose than those stated on the Registration form.
- A parent may withdraw consent for photographs/videos of their child at any time and we will stop using them from that date onwards.
- If a parent declines to give their consent for photographs we have an effective system in place to ensure we comply with their wishes.

For the purposes of this policy, ICT includes, but is not restricted to: iPads, computers/internet, digital photo frames, hand-held devices, mobile phones and web cams.

- A child or adult's right not to be photographed is always respected.
- We recognise that some children and adults will be more vulnerable than others and extra precautions may be required to ensure their privacy, dignity, safety and well-being.
- Images of children are only taken when they are in full and suitable dress. Under no circumstances are images to be taken of children in any state of undress.
- If photographs need to be taken in the bathroom (for example, photographs of the children washing their hands), it must be authorised and supervised by the Designated Safeguarding Person.
- Children may have the opportunity to take images or videos of each other and their surroundings, both in and out of the setting to support their learning and development needs. These activities will always be encouraged and supervised in a safe and enabling environment.
- We obtain specific written consent from parents on our Registration form for photographs/videos to be taken of their child by other parents/relatives at Pre-School events, such as Christmas nativity. At these events, parents/relatives will be reminded that such images are for personal use only and not to be shared on social media.

Mobile Phones

- No photos are to be taken using mobile phones by staff, volunteers or visitors unless there are exceptional circumstances, and then only with the permission and supervision of the manager.
- We have designated all areas except the office to be 'No mobiles' areas, and this is clearly signposted.
- All mobile phone users in Pre-School, including parents, visitors and contractors are respectfully advised that their mobile phones are not to be used in the designated 'No mobiles' areas.
- If it is considered necessary for mobile phone calls and/or texts to be taken in work hours, they must be in the office or at the Managers' desk and every effort should be made to avoid any unnecessary disturbance or disruption to children and adults in the setting.
- Individuals who bring mobile phones or other personal devices into Pre-School must ensure they hold no inappropriate or illegal content.
- A mobile phone is an essential part of the emergency toolkit taken on short trips and outings and one member of staff going on an outing takes their own mobile phone with them. There are always two members of staff on outings and so the use of the mobile phone is closely monitored.
- All mobile phone use is open to scrutiny and is the responsibility of ALL staff members to check or challenge their use. Mobiles can be withdrawn or restricted at any time if it is deemed necessary.

- All staff mobile phones are securely stored in personal bags in the office.
- The personal use of mobile phones by staff is limited to the lunch break. It is the responsibility of staff to ensure the Pre-School landline number is given out as their emergency contact number.
- There may be special circumstances where a member of staff has to use their mobile phone in the office outside of their break and this use is to have prior agreement by the manager.
- All parent helpers/students are requested to place their bag containing their phone in the office and asked to take or receive any calls in the office area.

Computers and Use of the Internet

- We have two laptops with internet access that are used by members of staff in the setting. A laptop is occasionally used at home by the manager, both laptops are password protected, set not to remember passwords, kept securely locked away when not in use and have updated virus protection software installed.
- Children only access age-appropriate apps. The children's iPad is password protected with no internet access.
- All staff make an undertaking not to share any work-related information or images in printed publications, websites or social networking sites. Staff agree not to be "friends" on-line with families whilst their child/children are enrolled at Pre-school.

Email

- No personal email communication is permitted using our laptop. All work email correspondence must be polite, respectful and non-abusive and may be subject to scrutiny and monitoring at any time by a manager.
- Email is not a method used to transfer/share information about children, their families or staff unless exceptional circumstances require it. If information is sent via email, personal information is removed and secure email addresses used.
- Invoices are sent by email by the Bursar with the permission of parents using a secure email system.

Misuse

- The manager and staff have a duty to report any concerns relating to potential misuse of ICT/data breaches and where necessary these will be reported to the Information Commissioners Office.

- Allegations are dealt with promptly, sensitively and fairly, in line with agreed disciplinary procedures, by the Designated Safeguarding Person and/or Chair of the Management Committee. Our overall priority is the safety and well-being of children and adults at all times.