

Safeguarding and welfare requirement: Child Protection.

The safeguarding and policies 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.

1.6 Acceptable use of Technologies

EYFS Key themes and commitments.

A unique child.	Positive Relationships	Enabling Environments	Learning and development
1.3 Keeping safe	2.1 Respecting each other. 2.2 Parents as partners	3.4 The wider context.	4.4 Personal, social and emotional development.

Policy Statement

The policy serves to provide a template for the use of technologies within Jack & Jill Pre-School that all members of staff, students and volunteers will adhere to for the safe and acceptable use of technologies. This demonstrates compliance with the new child protection requirements in the Revised Early Years Foundation Stage September 2014.

Every effort will be made to ensure that this setting's ICT technologies are used in a responsible way, so that there is no risk to the safety or security of the children or adults or to the safety, reputation or sustainability of Jack & Jill Pre-school. This applies to the use of technologies on the registered premises of this setting and in any locations visited in connection with the running of the business. It applies to technologies owned by the setting and those owned by others.

[The term 'Technologies' refers to computers/laptops, mini-books, any device with internet access, memory sticks, cameras and equipment that store personal information, databases, electronic records, contact details.]

Purpose

The purpose of having a statement and agreement for the Acceptable Use of Technologies is to try to ensure that:

- Everyone works to ensure that children at Jack & Jill Pre-school are cared for and kept as safe as possible;
- All adults are responsible users who are pro-active about their own safety; and
- The setting's ICT technologies and users are protected from accidental or deliberate misuse which could put Jack & Jill Pre-School and its users at risk.

Procedures

- *All staff, regular volunteers and students are required to read and sign the Preschool's 'Acceptable Use of Technologies' Agreement during their induction into the setting. This signed agreement is retained by the Manager and the signing adult.*

- Children will always be supervised when they are accessing the internet.
- Children will only search the internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material.
- In cases of accidental accessing of inappropriate materials adults will shut down the computer and report the inappropriate accessing of material to the Senior Management Team.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of internet and mobile technologies will be for educational purposes only
- All adults will only use their own user names and passwords which will be carefully chosen so they cannot be easily guessed and no other person will have access or use of this password.
- All adults will ensure that all data [including business documents and files] are regularly backed up.
- All adults will not engage in any on-line activity that may compromise their professional responsibilities or compromise the reputation of the setting or the safety and well-being of the children or staff.
- All adults 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 setting's policy to disclose it to an appropriate authority.
- All adults will only transport, hold, disclose or share personal information about themselves or others, in ways agreed by the setting and will not send personal information by email as this is not secure.
- All adults will not send the personal data electronically if reasonable security cannot be guaranteed.
- All adults will ensure that there are suitable filtering and security systems in place and that they are not bypassed.
- All adults will ensure that all photos of children cared for by the setting are taken on the setting's camera or tablet, [photos taken on personal cameras or phones must be authorised by the Manager or Chair] all photos taken must be used and stored appropriately and then deleted from all sources including 'trash'.
- All adults are required [including visitors and professionals] to store their mobile phones and portable technology away from the children during session times. Parents may be asked to refrain from using their phones within the setting if their phone use is observed to be a concern. All mobile phones should have their Bluetooth switched off or set to undiscoverable to guard against super Bluetooth jacking.
- All adults will model safe use of the internet and help children to learn to use technologies safely.
- All adults will take reasonable steps to ensure that the wifi is disabled on the children's tablets and all use of the internet is supervised, staff will deal with any issues that arise.
- All adults will take immediate action, in line with our setting'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 setting.
- All adults will communicate online in a professional manner and tone [this includes communication by text message] and will not use aggressive or inappropriate language nor compromise either the provider's position or the reputation of the setting; with an awareness that all communication can be forwarded onto the provider.

- All adults will not send or receive personal emails or phone calls when on the premises of Jack & Jill Pre-School or use chat and social networking sites. [Staff members are recommended to keep a professional relationship with parents and Management and shouldn't befriend them on chat or social networking sites].
- All adults will not access, copy, remove or otherwise alter any other users' files without their permission.
- All adults will ensure permission is obtained to use the original work of others and will credit them if it is used. We will not download or distribute copies of material [including music and videos] which is protected by copyright.
- All adults will only take images of children and staff members where it relates to agreed learning and management activities and will ensure that parent/staff permission is obtained before the images are taken.
- All adults will ensure that, where images are published online or the media staff/parent permission is obtained and that these published images [including displays, newsletters, website and prospectus] will not hold any possibility for the identify of any child featured to be identified by name or to find any other personal information about them.
- All adults will ensure that technology equipment is not used to upload, download or access any materials which are illegal and covered by the Obscene Publications Act; or are inappropriate or may cause harm or distress to others.
- All adults will ensure they will only install approved and owned content onto the settings computer/laptops and will not alter laptop or computer settings or open up pop up's or attachments from untrusted sources within the premises of Jack & Jill Pre-school.
- All Jack & Jill Pre-School events will ask the audience, in conjunction with previously signed consent forms, if any objections are present for the audience to take photos during the event. If objections are present photos will not be allowed to be taken and pre-school staff or Committee Members will take photos using the Jack & Jill camera and follow guidelines previously mentioned. [Jack & Jill Preschool holds no responsibility for photos taken by parents].
- Visiting photographers are booked by reputation by the Committee. All parents have signed parental permission for these photos to be taken and the photos remain protected by the photographer within the agreement of their profession.
- Staff members must ensure their online personal engagements should be in keeping with their professional status.
- Staff members are required to check their online activity to ensure no unauthorised activity has occurred [eg Hacking or Fraping-Facebook Hacking]. If unauthorised activity is discovered staff must inform their Manger ASAP so this breach in their security can be logged.
- Staff are advised [not required] to know their mobiles IMEI number so they can dial *#06# if their phone is cloned or stolen.

Sanctions

Misuse of the Internet or other technologies may result in disciplinary action at the discretion of the Supervisor. The Pre-School also reserves the right to report any illegal activities to the appropriate authorities

Legal framework

Children Act (1989 s47)

Protection of Children Act (1999)

Data Protection Act (1998)

The Children Act (2004)

Safeguarding Vulnerable Groups Act (2006)

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Ofsted Whistle Blowing (2014)

Information Sharing (2015)

Working to Safeguard Children (2015)

Childcare Bill (2015)

Ofsted Safeguarding Inspection Guidance (2015)

This policy was adopted at a meeting of: Jack & Jill Pre-school

Held on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)