



## **ICT Policy (including mobile phones & cameras)**

### **Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting. This policy runs alongside our Safeguarding policy.

### **Procedures**

#### *ICT equipment*

- Only ICT equipment belonging to the setting is used by staff and children.
- All staff have a responsibility for monitoring that ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The manager ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

#### *Internet access*

- Children do not normally have access to the internet and never have unsupervised access.
- Staff may access the internet with children for the purposes of promoting their learning, this will be planned in advance and agreed by the manager who will check the content of what is being shown to the children. Staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- Children are taught to only go online with a grown up.
- If a second-hand computer is purchased or donated to the setting, the setting will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

#### *Email*

- Children are not permitted to use email in the setting.
- Staff do not access personal or work email whilst supervising children.

#### *Mobile phones – children*

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the office until the parent/carer collects them at the end of the session.

#### *Mobile phones – staff and visitors*

- Members of staff and other adults visiting the setting are not permitted to use mobile phones whilst children are on the premises. It is a requirement that mobile phones are kept in the office – away from children.
- Members of staff are permitted to use their mobile phones in the office or in the den.
- “No Mobile Phones” signs are clearly displayed on the premises. Staff actively remind parents of this when needed.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- Members of staff are aware that parents should not use mobile phones whilst on the premises and will ask parents to put them away, or use them outside.
- If members of staff have concerns, they are aware that these should be reported to the Pre-School Manager or Deputy Manager as soon as possible.

- The setting has a mobile phone which practitioners can take on outings with the children. This mobile does not have a camera. Practitioners are not permitted to take their own mobile phone on outings with the children.
- No liability for loss or damage to personal mobile phones will be accepted by the Pre-School.
- Parents, contractors and any other visitors are made aware of the policy on the use of mobile phones. They are requested to store their mobile phone in the office. Should they need to make a phone call whilst visiting the setting, they will be asked to do so in the office or den or will be closely supervised by a member of staff.
- Use of cameras on mobile phones is strictly prohibited.
- Members of staff are aware that their personal mobile phones should not be used to contact parents/carers, except in the event of an emergency.

#### *Smart watches*

Staff are asked to disable their Bluetooth connection during working hours to avoid unnecessary distractions.

#### *Landline*

- The setting has a single landline with an answerphone. This landline is checked before every session to ensure it is working properly.
- In the event of a power cut, the setting will use the phone at the Infant School or the settings mobile phone.
- The answer phone automatically picks up if the phone is not answered within a certain number of rings.
- The answer phone is checked regularly for messages.

#### *Cameras and videos*

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the enrolment form). Such use is monitored by the manager.
- Parents/carers are permitted to take photos of children during events (e.g. Christmas Concert) on the understanding that these are for personal use only and not posted on social networking sights.
- Any photos of children which are stored on the laptop or other devices will be deleted when the child leaves.
- Occasionally photos will be uploaded onto the Pre-School's website. However prior written permission is sought from the parents/carers before this can take place (via the enrolment Form).
- Photos cannot be taken in the toilets or changing areas.

#### *Social media*

- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending.

#### *Tapestry*

- The setting uses Tapestry (an online learning journal system) to record the learning and development of the children.
- The devices used for recording Learning Journeys are the property of the Pre-School and are PIN protected. They must stay on the premises at all times.
- Parents/carers will be set up with their own Tapestry Account. Once set up, it is the responsibility of the parents to manage their account and to keep their password secure.

#### *Cameras*

The setting has a camera which is used for outings. The camera has an SD card which is wiped clean before it is taken offsite. It is stored in a locked cabinet.

On occasions the setting may use professional photographers. The photographers will never be left unsupervised with the children. Parents must understand that although we are assured images taken are destroyed, Barnett Wood Pre-school accepts no responsibility for the images whilst they are offsite.

### *Use and/or distribution of inappropriate images*

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

### **Further guidance**

Staff must also refer to their staff handbook which outlines further guidance in relation to the use of ICT.

NSPCC and CEOP Keeping Children Safe Online training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

**Policy written August 2022**