

Little Bears Pre-school

Acceptable Use Policy

This Acceptable Use Policy will incorporate these separate policies:

- Camera and Image Policy
- Mobile Phone Use Policy
- E-safety Policy

Camera and Image Policy

Statement

At our Preschool we recognise that photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, we also recognise that it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

This policy links to the:

- *Safeguarding Policy*
- *Employees Code of Conduct*
- *E-Safety which includes the use of Social Networking Sites*
- *Whistleblowing Policy*
- *Disciplinary Policy*

Responsibilities of Staff, Students, Volunteers and Visitors including parents/carers:

1. To follow the policy at all times
2. To report any incidents they observe where others do not observe this policy.
3. Parents/carers are asked not to bring cameras into the Preschool without prior consent of the Manager.

Procedures

Only the designated Preschool camera is to be used to take any photo within the setting or on outings. Camera mobile phones must NEVER be used to take photographs within or out of our setting. The exceptions being special occasions such as outings or Christmas party where they may be used by parents only with the prior written permission of parents of **all** children attending Preschool on that day

- Images taken on our camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

- All staff are responsible for the location of the camera; this is placed within a lockable cabinet when not in use.
- The camera will be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded, on site, as soon as possible, ideally once a week but at least fortnightly.
- Photographs should then be distributed to members of staff (keyworkers) to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed and may lead to termination of employment.

Mobile Phone Policy

Statement of Intent

At Little Bears Preschool we believe that keeping our children safe is of paramount importance. We seek to ensure that everyone in the setting is safeguarded against allegations and works to high standards of professionalism. Staff, CIO, volunteers, students and other visitors to our setting, who will be in areas where children are present, are asked to switch off their mobile phones and to keep them in their bag at all times.

Responsibilities of Staff, Students, Volunteers and Visitors including parents/carers:

1. To follow the policy at all times
2. To report any incidents they observe where others do not observe this policy.
3. Parents/carers are asked to turn off their mobile phones whilst in the preschool.

Procedures

- When staff, volunteers, students and visitors (spending at least a session in the preschool), arrive, this policy will be explained to them. Other visitors will be informed of applicable parts of the policy.
- Staff, CIO, students, volunteers and other visitors who will be in areas of the preschool where children are present must turn their phones off and put them in their bags which should be stored in the cupboard.

- Staff should not use their mobile phones during their paid working hours, even if children have gone home, unless on an official break and in an area outside the secure zone, i.e. where there are no children.
- Staff, students and volunteers are prohibited from using their mobile phones during any preschool session.
- Any member of staff found to be using their personal mobile phone, during a session, will be considered in breach of trust which will be considered as gross misconduct and may lead to disciplinary procedures.
- Students and volunteers who are found to be carrying their phone on them will immediately have their placement reviewed.
- Staff, students and volunteers who have internet connected phones should use them in accordance with our E-Safety Policy which includes the use of Social Networking Sites.
- Staff, CIO, students and volunteers will **NEVER** use their camera phones to take photographs of children in the preschool.
- Parents are asked to turn off their mobile phones on arrival at the preschool.
- Contractors working in the preschool will be asked to turn their phones off for the duration of their stay. Those contractors who need to use their mobile phones will be advised of where they may do so.

Emergencies

If anyone working in, or visiting our setting, needs to receive an urgent message they should in the first instance give the setting's number to the person they are waiting to hear from. If this is not possible they can ask the Manager if it would be possible to leave their phone in a suitable and designated area. They will then be informed when their phone has rung. Staff are strongly advised to ensure their next of kin has the preschool's main telephone number for emergencies.

E-Safety Policy

At our preschool we recognise that the internet should be considered part of everyday life with children and young people seen to be at the forefront of this online generation. Knowledge and experience of information and communication technology (ICT) should be considered an essential life skill. We promote developmentally appropriate access to computers and the internet in our setting, realising that this access provided in the early years will significantly contribute to our children's enjoyment of learning and development.

Our children will learn most effectively where they are to be given managed access to computers and control of their own learning experiences; however such use will carry an element of risk. Our Manager and Staff, alongside the parents and carers, consider it to be their duty to make our

children aware of the potential risks associated with online technologies. This will empower them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences.

Aim

This E-Safety Policy will aim to outline safe and effective practice in the use of the internet. It will provide advice on acceptable use and effective control measures to enable children, young people and adults to use ICT resources in a safer online environment.

Scope

This Policy will apply to all individuals who are to have access to and/or be users of work-related ICT systems. This will include children and young people, parents and carers, early year's practitioners and their managers, volunteers, students, CIO members, visitors, contractors and community users. This list is not to be considered exhaustive.

This E-Safety Policy will apply to internet access through any medium, for example, computers, mobile phones and gaming machines.

Responsibilities

Our Senior Designated Officer for Safeguarding (SDO) is to be responsible for online safety, and will manage the implementation of this Policy.

Our Senior Designated Officer for Safeguarding is Mrs Jane Elston and she will ensure:

- Day to day responsibility for online safety issues and as such will have a leading role in implementing, monitoring and reviewing the Internet Policy.
- All ICT users are to be made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place.
 - Receipt, recording, monitoring and filing of reports should a potentially unsafe or inappropriate online incident occur. This must include the creation of an incident log to be used to inform future online safety practice.
 - All necessary actions will be taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.
 - Regular meetings are to take place between the Committee and Staff to discuss current issues, review incident reports and filtering/change control logs.
 - Effective training and online safety advice is to be delivered and available to our Staff. This should include advisory support to children, young people, parents and carers as necessary.
 - Timely liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

Procedures

- The computer system is owned by Little Bears Preschool and has appropriate software to ensure safe internet use.
- We reserve the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.
- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden by Little Bears Preschool.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Work email accounts may only be accessed on the preschool laptop, unless written permission is given from the CIO.
- No preschool e-mail account may be accessed via a phone or small handheld device, as this could put the preschool in jeopardy if the phone is lost or stolen.

Rules for Responsible Internet Use

Staff, Students and Volunteers:

- All Internet activity should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer discs/pen drives will not be used without prior permission from the Chair of CIO
- Permission from the Chair of CIO will be requested before using the internet. This must be recorded.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite, correct and responsible.
- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.

- Only take images of children and/or staff for professional purposes, in accordance with setting policy. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute.
- Social networking sites *should not be* accessed via work computers or during work hours unless updating Little Bears Preschool's own Facebook site nor other social networking site. No other use should be deemed appropriate. This use will be monitored and recorded.
- Computer files will be checked and the internet sites visited will be monitored.
- All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Children:

- The setting will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriate software in the setting
- All internet activity should be deemed appropriate and closely monitored by all staff.
- Personal details will not be shared over the internet.
- Arrangements to meet others will not be made via the internet unless a parent/carer, in agreement with the Preschool Manager, has given written permission to do so.
- Any inappropriate materials sent to the computer must be reported to the manager.
- The internet sites visited will be monitored.
- We will gain written consent for internet use from the parents and display the rules for safe internet use at all times.

You have a duty to report any Camera and Image, Mobile Phone or E-Safety incident which may impact on you, your professionalism or your organisation

Approved.....: **(Chair of CIO signature)**

Adopted on Review Date