

Bishopsteignton Pre-School Playgroup
Horns Park
Bishopsteignton
Devon
TQ14 9RP
01626 777672
Email: bishop.preschool@outlook.com



Technology Policy

Incorporating: Internet Safety, tablets, mobile phones and 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.

Procedures

- Our designated person responsible for co-ordinating action taken to protect children is: Ayeshia Burkill

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children within the setting.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Use of Pre-School Technology Devices by Staff

We will:

- Provide devices that can be used by staff to access online Tapestry learning journals, work-related emails and internet sites. These devices will remain within the pre-school premises.
- Ensure that devices are stored securely and pin code protected when the setting is closed.

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Staff will:

- Only use devices supplied by the pre-school for their intended use and in line with their role as an employee of Bishopsteignton Pre-School Playgroup.
- Not use devices for personal use or allow family members to do so.
- Not share any information stored with anyone other than their pre-school colleagues.
- Ensure that they are logged out of Tapestry learning journals when not in use.
- Not remove such devices from the premises unless given consent to do so from the manager or committee chair ie. camera during a pre-school outing.
- Delete images stored on the device once they have used for the purpose for which they were taken ie. Tapestry Journal or website

Internet access

- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- Children do not normally have access to the internet and never have unsupervised access.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded.
- The children in our setting only have access to tablets which have parental control enabled.
- Any sites to be viewed by a child are vetted by a staff member ie. animation of a children's story via you tube. Children are not allowed to access social networking sites.
- 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.
- 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.

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Email

- Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children.
- Staff send personal information and share information securely at all times.

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 a locked drawer until the parent collects them at the end of the session.

Mobile phones - staff and visitors

- Personal mobile phones are not used by our staff on the premises during working hours. They will be stored in the office.
- Staff may use their own mobile phones during break times providing this is within the office and there are no children present.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- If our members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises where children are present. They are able to use their mobile phones in the office if necessary.
- We request that all mobile phones are stored in the office during visits.

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, for use on our pre-school website or for displays within the setting, with written permission

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received by parents (see the Registration form). Such use is monitored by the manager.

- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- When events, visits or outings are planned we include this statement in our consent/information letter to parents ' may we remind parents not to take photographs of other children without the consent of the parent/carer. May we also request that photographs taken during events, visits or outings are not shared or uploaded to social media sites'
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

Social media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- 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.

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Electronic learning journals for recording children's progress

- Staff adhere to the guidance provided with the system at all times. (please refer to our Tapestry policy)

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 online is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Signed on behalf of the committee	
Date	