

Safeguarding and Welfare Requirement: Child Protection. Providers must have and implement an Acceptable Use of Technologies policy and procedure to safeguard children

Acceptable Use of Technologies

Policy statement

The policy serves to provide a template for the use of technologies within Hook Village Nursery 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 Stage

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
----------------	------------------------	-----------------------	--------------------------

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
----------------------------------	----------------------------	---

Commitment

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 Hook Village Nursery. 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 Hook Village Nursery 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 Hook Village Nursery and its users at risk.

- **Procedures**

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

- 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 submit their mobile phones and portable technology to be stored and used in conjunction with our 'Use of Mobile Phone and Camera Policy'.
- 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 Hook Village Nursery 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 Hook Village Nursery.
- All Hook Village Nursery 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 Nursery staff or Committee Members will take photos using the Nursery camera and follow guidelines previously mentioned. [Hook Village Nursery 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 persona 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.

Tapestry

Tapestry is an online learning diary that will enable Hook Village Nursery to give parents/family members instant access to our observations and provide parents/family members with the opportunity to comment and share the insights into your child's learning. Both the Nursery and parents/family members can upload photos and videos, which makes Tapestry a truly collaborative way to document the child's early years. Parents/family members will be sent an email whenever an observation is made, meaning parents get a regular feed of information which can be viewed on a smart-phone or computer.

This policy will be updated in line with Tapestry use ready for roll out April 2017.



Signed on behalf of Hook Village Nursery
Chairperson

Updated October 2021