



44. Technology Policy

**(including ICT and the use of mobile phones,
digital recording devices and social media)**

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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) or exposure to inappropriate materials in the setting.

We recognise that during the academic year there are a number of occasions when staff, students and parents will want to record images of pupils. Such occasions include assemblies, school trips and sporting events. We will try to do everything that we can reasonably do to meet our parents' and our own wishes to record events in the life of the Pre-School and of a child's time here, subject to the following limitations and safeguards:

- Parental consent must be respected.
- Children at risk must be protected, without being disadvantaged or excluded.
- Operational decisions on whether a child or group of children cannot be photographed rest with the Pre-School Manager or their deputy. Those decisions should be respected.
- It is parents' responsibility to take care in how they share or publish photographs of their children, whether taken at the school or elsewhere.
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

Procedures

- Our designated person responsible for co-ordinating action to protect children is Kirsten Pole (Pre-School Manager).

Information, Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated persons are responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated persons ensure 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 occasionally access the internet with children for the purposes of promoting their learning. If you do not wish your child to have supervised access to the internet with a teacher, then please let us know.

- The designated persons have overall responsibility for ensuring that children and young people are safeguarded in relation to online safety.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet:
 - only go online with a grownup
 - be kind online
 - keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- The designated persons will also seek to build children’s resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.

If a second-hand computer is purchased or donated to the setting, the designated persons 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.

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.

Suspicious that an adult is attempting to make inappropriate contact with a child online is reported to the National Crime Agency’s Child Exploitation and Online Protection Centre at www.ceop.police.uk.

The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

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, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Children are not permitted to use email in the setting. 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 by encrypted email and share information securely at all times.

Mobile Phones / Tablet Devices – Staff and visitors

- Personal mobile phones / tablet devices are not used by our staff on the premises during working hours (unless previously agreed with the Pre-School Manager or deputy).
- At the beginning of each individual's shift, personal mobile phones / tablet devices are to be switched off and left in agreed secure zones (i.e. staff cupboard or office).
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the Pre-School Manager or deputy (for clarification purposes – the Pre-School's office).
- Staff and volunteers ensure that the setting telephone number is known to family and other people who need to contact them in an emergency.
- If members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls, or take photographs of children. The only exception to staff taking photographs on their personal mobile phone would be in the event of an accident in which photographic evidence is required to inform a health and safety investigation and no other form of recording device is available.
- Parents and visitors are requested not to use their mobile phones / tablet devices whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Should visitors need to use their mobile phone / tablet devices they can do so in the office where there are no children present.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

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 on their new starter forms. Such use is monitored by the Pre-School Manager.
- At any events taking place in Pre-School, such as sports day, parents will be reminded prior to the event via email, and also before the event commences in person by the Pre-School manager, if photos and videos are permitted to be taken at this particular event. If they are permitted, parents must not share or post any photos or videos online of material containing any children other than their own.
- 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.

- When photographing or videoing children, the staff will:
 - ensure that parents, guardians or carers of children have signed and returned the parental consent form;
 - ensure all children are appropriately dressed;
 - avoid naming children. If a name is required then the first name only (or initials) should be used;
 - use photograph or videos that represent the diversity of the children participating;
 - report any concerns relating to any inappropriate or intrusive photography to the Pre-School Manager;
 - remember the duty of care and challenge any inappropriate behaviour or language;
 - not use images that are likely to cause distress, upset or embarrassment;
 - regularly review stored images and delete unwanted material, in accordance with the Pre-School's Data Protection Policy.
 - ensure that photographs shown on displays and video clips available during open or parent's evening should depict children in an appropriate way.

Photography or recording at special events

- Parents must give their consent before any images may be recorded of their child, either by parents, staff or students, using the relevant section of the New Starter forms. Parents are asked to give their consent when a child joins the Pre-School, but consent can be changed at a later date. Any parents wishing to change their consent should contact the Operations Manager.
- If a parent has asked that a child not be photographed/videoed, all efforts must be made to ensure that the child is not photographed/videoed. If the child is inadvertently caught on camera, whether by the Pre-School, parent or third-party, the image shall be destroyed.
- If a child for whom photographic/video consent has been declined is involved in a whole Pre-School event, efforts will be made to ensure that that particular child is not photographed/videoed.
- Photographs taken by parents and family members purely for personal use are exempt from the Data Protection Act. Photographs and other images taken by Pre-School staff may be covered by the Act, including images caught by CCTV. In these cases it is the Pre-School's responsibility to abide by the legislation.
- In some cases, child protection considerations may impact upon a decision to allow photography/videoing by parents, staff or students, and the following guidance should be read accordingly:

- Whether or not a particular Pre-School event can be photographed will be the decision of the Pre-School Manager. Photography by parents and other visitors to the Pre-School will be allowed only when the Pre-School Manager's permission has been given. The Pre-School Manager will inform parents of the status of such events beforehand.
- At events for which the Pre-School Manager has given consent, photography/videoing may take place during the performance, if the Pre-School Manager feels that it will not disrupt the smooth running of the event, reduce audience enjoyment, or compromise health and safety, and if there are no additional safeguarding concerns. Otherwise, photography will take place at the beginning or the end of the event.
- If a parent wishes to take a photograph of their child with another child or children (for example with a friend or with a small group of children), this will be permitted with the consent of the parents concerned. Images of other children must not be loaded onto social networking sites or otherwise made publicly available.
- If a parent is found to be in breach of the conditions of this policy they will be asked to delete the images or material from their device and may be asked to leave the event.

Photography by media and other external organisations

- On occasions external organisations (e.g. a local newspaper) may wish to publish images of pupils. In cases where photographic images are to be used by third parties, e.g. newspapers, television broadcasts or on websites, permission of the parents concerned will be obtained before permission is given for the images to be used, and first names only will be published.
- If any parent does not give permission for their child's name to be printed then consideration could be given to publishing the photograph with no names.

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.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- 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(s) in their setting.

- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the Pre-School Manager prior to a child attending and relevant boundaries agreed.

Electronic learning journals for recording children’s progress

- Permission to create an online learning journal for a child is gained from their parents on the New Starter forms.
- The Pre-School Management Team ensures that the learning journal system is managed to ensure children are safeguarded. Only the relevant parents can be linked to view their child’s records through a password system.
- The Pre-School Management Team ensures that children’s records are linked to the correct key person(s) and learning support assistant(s).
- Staff adhere to the guidance provided with the system at all times.

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).

EYFS requirement

The safeguarding policy and procedures 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.

Rights of the Child

Article 16: Every child has the right to privacy. The law should protect the child’s private, family and home life.

Legal framework – Data Protection Act 1998

Further guidance and publications

- NSPCC and CEOP Keeping Children Safe Online training: www.nspcc.org.uk/what-you-cando/get-expert-training/keeping-children-safe-online-course/
- Safeguarding Children (2013).

This policy was adopted on (date)

Signed on behalf of Seer Green Pre-School (Chairperson) _____

This policy was reviewed as indicated below:

2024 created