

ICT/ESafety POLICY

Please also refer to Child Protection Policy, Code of Conduct, Data Protection, Tapestry Policy and Photographic Policy

References

Keeping children safe in Education 2020

UK council for Internet Safety - Safeguarding children and protecting professionals in early years settings: online safety considerations for managers and practitioners - 2019

Early Years Statutory Framework - September 2021

National Cyber Security Centre. Early Years practitioners: using cyber security to protect your settings - 2021

ICT is embedded in children's everyday experiences such as supermarket bar codes, interactive television and computer games, microwave ovens, vacuum cleaners, dvd/cd players and traffic lights.

We are aware that some children notice, observe and want to know how such devices work. We are equally aware that some children will have little knowledge or experience.

ICT resources can be used to impact on children's learning in all areas of the curriculum through the use of resources such as floor robots and toys. These can be incorporated into opportunities for problem solving and co-operation. Similarly, the use of resources such as old telephones and computer keyboards can present creative learning experiences to enhance imaginative/role play.

We are committed to providing learning experiences in ITC by:

1. Understanding the different ways in which children learn and how ICT is only one of a range of learning tools to support and develop their learning.
2. Promoting inclusion through a rich and varied ICT environment.
3. Making sure all children can access a range of safe and appropriate ICT resources within the setting such as cd player, remote controlled/programmable floor robots/cars, old telephones, computer

with child-friendly keyboard and a selection of suitable and age appropriate games.

4. Encouraging a sense of self-belief and worth through a growing independence regarding the use of the resources at hand.

E Safety

Box Pre School Playgroup has a commitment to keeping children safe and healthy and the e-safety policy operates at all times under the umbrella of the Safeguarding Policy. We are aware that there are three main areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types and as part of that implementation the preschool does everything it can to limit children's exposure to the risks outlined above.

Internet Safety

Internet connection is used for the back office computer and to connect the staff tablets to Tapestry (on line learning journals). The children's computer is not connected to the Internet.

Staff are only able to access Tapestry on the tablets. All other applications have been secured and can only be accessed by the supervisor. No photos are stored on the tablets but in the event of theft a device manager application allows the supervisor to track and remotely erase any data from the tablets.

The Tapestry data is securely stored by Tapestry - see their policy.

Children's safety online

We issue parents with a leaflet concerning e-safety as part of our induction pack. The children do not have unsupervised access to the internet at playgroup.

Mobile technologies

Mobile phones are not permitted within the Pre-school room. Staff are permitted to use their mobile phones in the cupboard area, but the taking of photographs on mobile phones is strictly prohibited anywhere in the Pre-school site. There is a playgroup mobile phone for use on trips. The camera on this phone has been disabled.

The Pre-school laptop remains the property of the Pre-school and must be returned if a member of staff leaves the Pre-school or as required.

Any member of staff using their own laptop must adhere to the ICT/e-safety policy in all matters relating to the Pre-school.

Smart Watches

Smart watches must not be worn by staff on the premises.

On-line communications and social networking.

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at the Pre-school. Staff will not discuss individual children or their setting on facebook, twitter or any other social networking site.

Facebook and Instagram

There is a public face book and Instagram account used for publicity purposes. These are accessed via the office computer and Ipad. Parents give their permission for photographs of the children to be used on these sites.

Video conference meetings

During the Covid 19 pandemic staff and committee meetings, including the AGM, have been held by video conferencing calls. Only participants who are invited are allowed to join the call which is password protected. The

participants are asked not to record any of the meetings. Particularly sensitive situations will not be discussed via this medium. Children will not be included in video conference calls.