



Registered Charity No: 1130840
School Mead, Abbots Langley, WD5 0LB
01923 274483

ICT & E-Safety Policy

Principles:

This policy aims to ensure staff using the Information and Communication Technology (ICT) equipment belonging to Breakspeare Community Preschool do so appropriately and safely at all times. Breakspeare Community Preschool recognises that ICT has an important role in supporting children's learning and development, aids communication with families and is used. We also understand the importance of ensuring families are given information to ensure they are aware of the importance of e-safety and are involved in the education and guidance of their children.

Photographs and videos of children engaged in a variety of activities and experiences can provide valuable evidence. To promote safer use of ICT, it is essential that when working with children the taking or recording of images safeguards the privacy, dignity and well-being of children and their families.

The designated person responsible for e-safety is Amanda Lacey.

Data Storage:

The desktop computers and laptop in the office and Financial Administrator's computer (off site) can only be opened with passwords.

Our files are stored on Dropbox which is password protected. Children's initials are used where possible and documents are password protected before being emailed to staff. Any documents relating to child protection are password protected.

Our registrations system is web based and can only be accessed with a password and memorable information.

The office desktop computers and laptop have a lock screen and password. These are used when there are visitors or parent help left in the office to prevent unauthorised access to the system. When a member of staff leaves their workstation in the office, they must lock the screen of the computer to prevent unauthorised access.

Staff are aware of their responsibility to protect the personal data of the children at the setting.

ICT Equipment:

ICT equipment at preschool includes:

Telephone
Desktop Computers
Laptop
Printer
iPod / iPhone
Alexa
SumUp Card Machine

All ICT equipment must be used with care and consideration by staff / students / volunteers. Where appropriate, equipment should be powered off at the end of the day. If a problem arises with a

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piece of equipment it must be reported to the Preschool Manager.

If staff are working from home they can request to take the preschool's laptop home for this purpose. The staff member is responsible for the care and safe-keeping of the laptop and must ensure that it remains in good working condition with no damage. Any damage must be reported immediately to the Preschool Manager. The laptop must be transported in the provided laptop case. The laptop must be used for work purposes only and only by the staff member that it has been assigned to. Personal USB memory sticks are not permitted to be used with the laptop. When connecting the laptop to the staff member's Wifi a secure, password protected connection must be used. If using the laptop in a space at home where other household members are present, the lock-screen function must be used when it is not in use to protect the data held on the preschool's ICT software.

Staff, Safeguarding and E-Safety:

The Registered Person has overall responsibility for ensuring that online safety is considered an integral part of everyday safeguarding practice.

The Senior Designated Person for Safeguarding has relevant, current and practical knowledge of safeguarding, child protection and online safety. They will ensure that the Health and Safety and E-Safety policies are implemented, that staff have up to date information regarding online safety, clear reporting lines are available to staff, parents and children, that online safety is included in the planning where appropriate and that a safe ICT learning environment is promoted and maintained.

All staff are required to abide by the preschool's Acceptable Use Policy which can be found in the Employee Handbook.

Procedures for using Images:

Photographs or videos of children are only to be taken using the preschool cameras which remain on the premises. They are downloaded onto the preschool's secure system to be printed off and then deleted from the system. They are not sent off site to be printed and the cameras remain on site at all times. Images are not transferred to any other device (e.g. USB, mobile device). Images are uploaded onto the blog only with parental permission.

When parents and carers complete the registration form, they are asked for their written consent for photographs to be taken for the purpose of recording observations which are then placed in their child's profile. They are also asked for consent for photographs of their child to be used on the preschool website, mainly for the purposes of the blog which provides an update of the activities taking place at preschool and marketing of the preschool. We explain that their child's name is never used and all images will show your child and preschool in a positive light. The registration form is stored in the child's personal file.

Occasionally, it may be helpful to share images or videos with another setting a child accesses or with other healthcare professionals working to support your child. Permission for images or videos

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to be used for official preschool use other than developmental profiles is sought specifically with each family and appropriate consent sought. This information will be stored in each child's file. For images to be released to the media, as well as parental consent, advice may be sought from Hertfordshire County Council's Press Office.

No images of Children who are Looked After, under wardship or involved in family law cases will be used for any reason other than developmental profiles. Adults need to be sensitive to children who appear uncomfortable and be alert to the potential for such activities to lead to misunderstandings.

It is not appropriate for staff/volunteers/students to take photographs of children for their own personal use.

Permission will be sought from staff/volunteers and students before their images are taken and used for any reason.

Staff/volunteers and students at Breakspeare Community Preschool will:

- Be clear about the purpose of the activity and what will happen to the images
- Be able to justify images of children in your possession
- Ensure the child understands why the images are being taken and that they are appropriately dressed
- Only use equipment provided or authorised by the setting
- Report any concerns about inappropriate or intrusive images found
- Ensure you have parental permission to take and/or display photographs
- Keep personal technology in the office during session times
- Not display or distribute images without consent
- Not use images that could cause distress
- Not use personal ICT equipment, mobile phones unless with specific permission
- Not take images 'in secret' or images in situations that could be construed as being secret.

Access to Inappropriate Images and Internet Use

There are no circumstances that will justify adults possessing indecent images of children. Accessing, making and storing indecent images of children on the internet are illegal. Adults who are involved in this activity will be viewed as a threat to children and will be subject to a criminal investigation that if proven will result in them being barred from working with children.

Adults should not use equipment belonging to the setting to access any information/images that may upset or offend any member of our community nor should personal equipment containing such images be brought into the workplace.

Where inappropriate images are found, this must be reported immediately via the preschool leader (or deputy preschool leader if the leader is the subject of the concern) who will alert the Police and/or the Local Authority Designated Officer (LADO).

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Adults who discover such images should not attempt to investigate the matter themselves as this could compromise an investigation.

Communication with Children / Parents / Staff / Professionals through technology:

The setting appreciates the value of ICT in communicating with families outside our opening hours and we endeavour to respond to preschool issues brought to our attention through technology as quickly as possible.

Communication between children and adults should take place within clear and explicit professional boundaries. This includes the use of technology such as mobile phones, text messaging and websites such as Facebook, Twitter, Pinterest etc.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be always given to the preschool's E-Safety both inside and outside of work.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the preschool, preschool community or employer into disrepute. Staff must be mindful of their audience in their posts and comments on social media to ensure these are clearly their own views and not those of the preschool. Staff should ensure that all communications are transparent and open to scrutiny. There is a need to be cautious to avoid any possible misinterpretation of motives or behaviour.

Staff should ensure that they adopt suitable high settings on any personal profiles they may have.

Virtual Meetings

Where it is not possible for meetings and training between staff and parents or professionals to be held at preschool these may be held virtually using technology such as Zoom or MS Teams. When using technology for virtual meetings / trainings:

- The meeting should be recorded in the preschool diary and the Preschool Leader must be made aware that the meeting / training is taking place.
- Where possible, preschools ICT equipment should be used.
- Staff members personal details are protected by using the preschools Zoom or MS Teams account.
- Staff should conduct meeting in a suitable and quiet place and ensure no personal data or photos are on display in the background of their screen.
- Staff / Parents / Professionals are to conduct in virtual meetings professionally (including their dress) and only for preschool business.

Where these points have not been adhered to they should be reported to the Preschool Manager.

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Further Communication with Technology

When communicating on documents with other professionals through technology, the following must be followed:

- Staff send data using password encryption
- Use children's initials where possible
- Only use Preschool technology or approved personal technology to send/receive data concerning children.

When staff/volunteers/students at Breakspeare Community Preschool are contacting children the following must be followed:

- Only use equipment provided by the setting to communicate with children.
- Only make contact with children for professional reasons.
- Only provide parents/carers with preschool contact details, not personal contact details.
- Support Breakspeare Community Preschool's approach to online safety and not deliberately upload or add any language, image, video, sound or text that could upset or offend any member of our community.

Parents, Carers & Guardians

We encourage all parents to educate and guide their child to use the technology and the internet safely.

Parents helping during preschool sessions are asked to keep all personal belongings, including mobile phones in the office or adult toilet for the duration of their visit.

Parents are asked to finish phone calls before they enter preschool to drop off or collect their child.

Photos taken for purely personal use are exempt from the Data Protection Act. Parents, friends and family members CAN take photographs and videos of children and friends participating in Preschool activities providing these images are not uploaded to the internet or shared on social media platforms. If this is the intent, the parent must get permission from each child's parent before publishing the photo(s).

Parents are requested to accept the following statement on the registration form to indicate their understanding of the policy.

'We will support Breakspeare Community Preschool's approach to online safety and not deliberately upload or add any image, video, sound or text that could upset or offend any member of our community'.

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If the setting policy is not adhered to the action will be reported to the management committee and further action taken.

Reporting concerns:

In the event that a member of staff or parent has any concerns regarding the behaviour of a staff member or child which they believe may be inappropriate or concerning in any way, they should report their concerns to either the Preschool Leader or Deputy Preschool Leader. An Online Incident Report will then be completed and passed to the Preschool Leader and Chairman of the Management Committee.

Related Policies:

Acceptable Use Policy

Curriculum Policy

Safeguarding (Child Protection)

Employment (Absence and Disciplinary)

Staff Code of Conduct

Staff, Key person and Involving Parents and Carers Policy

Record Keeping

Signed by new employee as part of Induction to preschool:
Name:..... Signature:.....

This policy was adopted at a meeting of Breakspeare Community Preschool held on:

Signed on behalf of the committee:

Name:..... Signature:.....

Signed on behalf of the preschool:

Name:..... Signature:.....

This policy will be reviewed annually in November.