

The Willows Preschool

Technology policy



Technology plays an increasing part in everyone's lives, but The Willows believes that in order to fully ensure the protection of the children in its care, certain procedures for these areas within the setting need to be abided by.

Photographs of children are often used in gathering observations of children's achievements and how these are collected, developed and stored are also a consideration of this setting to ensure children are adequately safeguarded. The use of images of children on websites is also a consideration

Aim

We aim to ensure that all parents and carers can be sure that images of their children will not be misused.

Methods

Mobile phones

- Staff mobile phones are stored in a box in the office and not used during the working day in the playroom.
- Visitors are advised to keep their mobile phones in the office and this is stated in the Visitor's Book.
- Visitors must not use their mobile phone whilst in the setting.
- Parents are asked not to use their mobile phones whilst in the preschool and to keep them in their bag or pocket.

Photographs

- Photographs of children will be taken to record their development and to share special moments with parents.
- Permission for these photographs will be asked for as part of the initial starter pack that each parent receives before their child starts at preschool. The signed permission slip is kept in the child's file.
- Parents will be requested to give permission for their child's learning journal and associated photos to be taken off-site by their key worker in order to update the records.

- Photographs will be kept on the preschool laptop for the academic year and then deleted.
- The preschool camera and memory card remains on the setting's premises at all times. Photos are developed using a printer at the setting.
- Only photographs which show groups of children will be used on the setting's website. No images which may be considered inappropriate, such as close-up shots of individual children, will be used on the website. Children will not be named. This will safeguard children.
- Permission will be sought from all parents before any photographs are used on the website. This will be included in the Registration forms.
- No private information about children is ever published on the website such as names or contact details.
- The setting may record special performances by the children for sale to parents as part of fundraising activities, e.g. the Christmas concert. The video footage and subsequent copying will be undertaken by CRB checked members of the committee. No names will be used.
- The setting follows the guidelines published by the Information Commissioner's Office (ICO) on parents photographing their children at special events. Photographs taken for personal use are exempt from the Data Protection Act (DPA). This means that parents, friends and family members can take photographs of children taking part in preschool activities for the family album and can film events at school.

The Internet

- Children have access to the PC in the preschool with adult supervision.
- There is a separate password protected area for staff to access.
- Software is age appropriate
- Internet use is heavily monitored.
- Posting material about the Willows internal operations, names and children's names is prohibited on employees' personal social networking pages, and employees also should avoid including any postings that could cause embarrassment or damage the reputation of the preschool. This is true even if employees restrict their pages to viewing only by friends.
- The Willows' preschool Facebook page is private and is by approval only.
- The community page may be used by the public and no detailed information is allowed.

Legal Framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Further guidance

- Working together to Safeguard Children (revised HMG 2006)
- What to do if you're Worried a Child is Being Abused (HMG 2006)