

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children

1.9 Acceptable Use Policy - Information and Communication Technology

Policy Statement

This Acceptable Use Policy (AUP) will aim to:

- Safeguard children by promoting appropriate and acceptable use of ICT
- Outline the roles and responsibilities of all individuals who have access to (and are users of) work related ICT systems
- Ensure all ICT users have an awareness of risk and a clear understanding of what constitutes misuse and sanctions that may be applied.

Procedures

- Children will always be aided/supervised by a member of staff if there is a need to access the internet and will respond promptly to any inappropriate material.
- If accidental accessing of inappropriate material occurs, staff will immediately shut down the laptop or tablet and report to the Manager.
- All electronic devices are password protected.
- Uploading or downloading of non-appropriate software will not be permitted.
- Virus protection software is used and updated.
- Use of the internet will be for educational purposes only.
- Staff will not disclose any child's personal information.
- Staff are aware that any usage including distribution or receiving information (pre-school related or personal) may be monitored for unusual activity.
- Staff will only use approved registered e-mail addresses.
- Staff will not send or receive any material that is illegal, obscene, defamatory or that is intended to distress or intimidate another person.
- Accessing discussion forums will only be used for educational purposes and prior permission must be given by the Manager.
- The Cobham Community Pre-school website and Committee Facebook page along with other applications regularly used such as Class Dojo and Tapestry will be regularly independently checked to ensure that nothing compromises the safety of children and staff.
- Cobham Community Pre-School will ensure that no child's photograph, posted by the pre-school, on our website or Facebook page, will be identifiable without specific permission from the child's parents/carers.

- Online safety information is presented to children as appropriate for their age and stage of development.
- We will ask for signed permission by parents/carers to use online applications such as Tapestry and Class Dojo to communicate about their children.

- **Use of social media**

Staff are expected to:

- Understand how to manage their security setting to ensure that their information is only available to people they choose to share information with
- Ensure that Cobham Community Preschool is not negatively affected by their actions and do not name the setting.
- Are aware that comments or photographs online may be accessible to anyone and should use their judgment before posting.
- Observe confidentiality and refrain from discussing any issues relating to work.
- Not share information they would not want children, parents or colleges to view.
- Not accept service users/children/parents as friends, as it is a breach of professional conduct.
- Report any concerns to the setting manager.
- Not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the Educator and family are friends prior to the child coming to the setting. In this case it is shared with the manager and an agreement in relation to boundaries are agreed.

Legal Framework

All adults who come into contact with children in the course of their work have a duty of care to safeguard and promote their welfare. The legal obligation and safeguarding duties of all early years employees, in relation to use of technologies, feature within the following legislative documents which should be referred to for further information:-

The Children's Act 2004

Working together to safeguard children 2018

Statutory Framework for the Early Years Foundation 2017

Safeguarding Vulnerable Groups Act 2009

Sanctions

Misuse of information and communication technology by staff may result in disciplinary action.

Cobham Community Preschool also reserves the right to report any illegal activities to the appropriate authorities

This policy was adopted by

Cobham Community Pre-School

On

May 2025

Date to be reviewed

May 2026

Signed by

Kerry Cater – Committee Chair
