



I.C.T & Online Safety Policy

We believe that Information Communication Technology (I.C.T.) and computing are important aspects of education. They help children prepare for later life, developing key transferable skills and understanding of the uses and limitations of I.C.T. As well as being an important curriculum requirement, the ability to use I.C.T. effectively is a vital life skill. At our nursery we use I.C.T. as a resource for learning and it is an important tool to raise standards.

Information and Communication Technology includes, but is not limited to, the use

- Audio and video recorders, CD and players
- Telephones, mobile phones, faxes
- Digital still and movie cameras, scanners
- Electronic musical instruments and sound mixing equipment
- Computers, laptops, tablet devices, iPad
- Programmable toys and control kits e.g. Bee bots, cars,
- Voice-operated equipment
- The internet
- Software

Aims

- That we build on each child's previous experience.
- Cultivate the skills that are essential for the children to gain access to developing technologies.
- Promote the children's enjoyment of ICT, building on their experience in everyday life as a basis for learning.
- Evaluate resources and update and add to them as necessary.
- Undertake ICT training (onsite) and opportunities for all staff.
- To take into account issues relating to inclusion and to allow for differentiation with children that need additional help to access learning.
- Use initiative from central and local government, authorities and other bodies to support ICT in the school.
- To ensure the health and safety of children, staff and visitors with regard to using ICT.
- To use ICT for effective and appropriate communication.
- To apply the children's ICT skills and knowledge to their learning in other areas of the curriculum.
- To develop children's understanding of everyday uses of information and communications technology.

- To develop technological literacy through a range of products which children will be familiar with and which will be easily understood and accessed.
- To encourage children to work collaboratively, sharing knowledge, skills and enjoyment.
- To develop a skills-based approach to computer use this puts the child in control of the equipment rather than the other way round.
- To encourage children and staff to use the Internet to gain knowledge and support learning.
- To use technology as a means of additional communication with families and the community.

Staff roles and responsibilities

The Manager is responsible for:

- Meeting statutory ICT requirements.
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material.
- Provide training for staff at least annually in online safety and understanding how to keep children safe online.
- All staff knows how to report a problem and when to escalate a concern, including the process for external referral if they feel it is needed
- All concerns are logged, assessed and actioned upon using the Nursery's Safeguarding procedure.
- Ensuring that there is an ICT policy and that it is implemented.
- Reviewing and updating the ICT policy with the ICT Coordinator.
- Ensuring that the ICT co-ordinator is effectively line managed and supported.
- Monitoring and evaluating the purchase of ICT equipment.
- Ensuring we have appropriate antivirus and anti-spyware software on our network computers connected to the network and update them regularly.
- Keeping passwords safe and secure. These will be changed at least every term to keep the devices secure
- Locking away all nursery devices at the end of the day
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff
- Using approved devices to record/photograph in the setting
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised when using internet devices
- Restricting access to the nursery Wi-Fi to approved staff and visitors
- Electronic communications between staff and parents should be professional and take place via the official nursery communication channels, such as the setting's email addresses and telephone numbers. This is to protect staff, children and parents.

The teaching staff is responsible for:

- Developing the children's ICT capability in accordance with nursery policy and the requirements of the EYFS.
- Ensuring that each children has equality of access to ICT resources.
- Ensuring that equipment is used safely and responsibly.
- Monitoring and evaluating each children's experiences.
- Developing their own capability to support their teaching and children's' learning.
- Reporting faults to the managed service provider as per to the ICT call logging guide.
- Electronic communications between staff and parents should be professional and take place via the official nursery communication channels, such as the setting's email addresses and telephone numbers. This is to protect staff, children and parents.
- All staff knows how to report a problem and when to escalate a concern, including the process for external referral if they feel it is needed
- All concerns are logged, assessed and actioned upon using the Nursery's Safeguarding procedure.
- Parents are supported to develop their knowledge of online safety issues concerning their children with displays around the setting and newsletters.
- Parents are offered support to help them talk about online safety with their children using appropriate resources
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.
- Integrating online safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'

Assessing Risks

The nursery will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on some nursery technologies. Neither the nursery nor the LA can accept liability for the material accessed, or any consequences of Internet access.

The nursery will audit ICT use to establish if the policy is adequate and that the implementation of the policy is appropriate.

E-Safety Top Tips for Parents

Keep the computer in a family area not in the child's bedroom.

Use 'child lock' or filter settings on your Web browser to help prevent unsuitable site access by your child.

Regularly supervise the sites your child is visiting.

Encourage your child to use their Favourites list to access the sites you have approved to prevent accidental entry to unsuitable sites.

Discourage your child from using social Networking sites e.g. MSN, Facebook, Bebo etc. to keep them safe from cyber bullying.

Teach your child to switch the monitor off or close the laptop lid, then fetch or tell you if something unsuitable appears on the screen. This is what we do in school.

Agree with older children what sites they are allowed to access.

Keep all personal details private and be aware of stranger danger.

Above all, encourage your child to talk to you about the web sites and electronic devices they are using at home, nursery and school.

Teaching and learning

Using the EYFS Framework as a basis, children are exposed to a variety of ICT and technological equipment to enhance their knowledge and understanding. Where possible, this is coherently linked with other curriculum areas ensuring meaningful links are made, and children can see tangible outcomes of the application of skills. Children are able to use ICT and other technologies in the child initiated provision as well as during focused learning.

Cross curricular use of Information Communication Technology (I.C.T.) is a powerful tool which can be used to enhance teaching and learning across the curriculum, challenging the most able while supporting those children who find the technology difficult to use. Children will be taught and given opportunities to consolidate skills through highly motivating cross curricular activities.

Nursery has an array of different resources to help facilitate the learning of ICT and technology.

These include:

- ✓ Staff use tablets and laptops in order to record observations and assessment on the children and the children have access to those as part of the provision (with time limits).
- ✓ CD players
- ✓ Recoding pegs
- ✓ Walkie-talkies
- ✓ Torches

We ensure all of our electrical items are pat tested yearly, and not items from home are to be use.

Leisure screen time policy

"Screen time" refers to the amount of time a person/child spends staring at the digital displays of computers, tablets and smart phones. World Health Organization (WHO) guidelines issued in early 2019 recommend **no screen time for children under 3** and screen time of no more than **1 hour for children ages 3 and 4**. "Less is better," the World Health Organisation (WHO) recommends.

On rare occasions (no more than 2 times per day. E.g. non-sleepers and/or in transitions between routines) and for the short periods of time (10-15min), children may allow to watch leisure films with:

- Children or children's characters.
- Popular children's programming or animated characters.
- Play-acting or stories using children's toys.
- Child characters engaging in common natural play patterns such as play-acting and/or imaginative play.
- Popular children's songs, stories or poems.

Higher preference is for films where children may actively participate in action: answer characters' questions, dance and exercise.

How to avoid inappropriate videos on YouTube

The YouTube Kids app filters out most - but not all - of the disturbing videos. YouTube suggests turning on "**restricted mode**" which can be found at the bottom of YouTube pages. We recommend practitioners to watch the video themselves first, to see if there is not disturbing parts, promotion of unacceptable behaviour, bullying or discriminations.

Social Networking Policy

There are too many sites to mention them all by name. This policy covers them all. It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation. Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- Staff must not mention any of the companies that Nursery works with on their online profile
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to 'like' the official Facebook page.
- Be cautious & mindful when accepting friend requests from colleagues.

- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- The nursery logo must not be used in social media apart from the official Facebook page.
- Staff must not put the settings contact details on social media. Parents should be signposted to the nursery web page.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.
- Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, and abuse, defame or make negative or discriminatory comments about anyone.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Nursery will treat 'electronic behaviour' as it would 'non-electronic behaviour' It is also to guard the nursery reputation and the staff's own personal reputation

Tapestry Safeguarding Online Learning Journal Policy

Twinkling Toddlers Nursery ensures that all children attending their Nursery class have a personal online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage.

This computer program (Tapestry) will be used to build up a record of each child's achievements during these years. It will also show children's personal development and progress through EYFS. Nursery staff will send out to parents this information to comment on and additional information can be sent back.

Procedures

It is the Nursery teacher(s) responsibility to keep up to date with the monitoring and recording of the children's Learning Journal. However, recording and monitoring can be made by either the key person and or additional room staff.

The online Learning Journal (Tapestry) allows staff and parents to access the information from any computer via a personal email and protected password. Staff access allows ongoing input of new observations and photos, or the amendment of existing observations and photos.

Nursery parents will have the access to input new observations, photos and make additional comments during the school holiday periods. A parent log-in does not have the necessary

permission to edit existing material and it will only allow parents to see their own child's Learning Journal.

Parents are asked to sign a consent form which states:

- They give permission for a Tapestry account to be created for their child and for information about their child's learning and development to be recorded on the online learning Journal.
- They give consent to photographs and videos of their child being taken by authorised personnel representing the Nursery
- They give consent to photographs and videos of their child being uploaded to Tapestry Online

Learning Journal

- They give consent to photographs containing their child's image being included in other children's learning journals
- They agree to treat photographs containing images of other children as well as their own as for their own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs cannot be posted on a social networking site or displayed in a public place.

The Learning Journal is started as soon as a child has started in an Early Years class. During the first term, entries will be made more frequently as staff get to know the child. In all written observations, other children will be referred to by Christian name only. We will try wherever possible to allocate

"Tapestry time" to each member of staff to enable them to upload and analyse photos and observations. Any overflow will have to be completed in staff's own time.

Security

- The Tapestry Online Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique email user ID and password.
- Parents can only see their own child's information and are unable to log-in to view other children's Learning Journals.
- Tapestry holds their own protection policy to ensure data is secure. Refer to 'Tapestry Privacy, Security and Back-up Policy

Policy was:

Implemented		Reviewed		Amended	
Date:			Next Review Date:		
Manager	Shannon Ralph	Manager Signature			
Deputy Manager	Shabana Hussain	Deputy Signature			
Director	Sajid Hussain	Director Signature			