

## **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

## **Child Protection**



### **1.16 Acceptable use of ICT Policy**

#### **Policy statement**

At Hungry Caterpillars we take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use ICT in the setting. The policy defines and describes the acceptable use of ICT (Information and Communications Technology) for our employees. Its purpose is to minimise the risk to the children of inappropriate contact from staff, to protect employees and Hungry Caterpillar Day Nurseries Ltd from litigation and to minimise the risk to ICT systems.

This policy deals with the use of ICT facilities in early years settings applies to all setting-based employees and other authorised users.

#### **SITE RESPONSIBILITIES**

- The Nursery Manager is responsible for ensuring that its employees act in a lawful manner, making appropriate use of site technologies for approved purposes only.
- The Nursery Manager is responsible for maintaining an inventory of ICT equipment on site and a list of laptops and mobile phones and to whom they have been issued.
- The Nursery Manager is in charge of the signing out and in of the Samsung Galaxy Tablets and must be locked away in a safe and secure area of the Nursery Office.
- If the Nursery Manager has reason to believe that any ICT equipment has been misused, he/she should consult the Area Manager or Managing Director at the Head Office for advice without delay. The Area Manager will agree with the Nursery Manager following policy and investigate the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

#### **USER RESPONSIBILITIES**

- Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the most senior member of staff on site.
- Users and their managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

- All users are expected to act in a responsible, ethical and lawful manner with the understanding that site electronic and manual information may be accessible to the public under the Freedom of Information Act 2000. Users should uphold privacy and confidentiality in accordance with the Data Protection Act 1998.
- Staff who have been given the use of tablet the Nursery Manager is in charge of the signing out and in of the Samsung Galaxy tablets and must be locked away in a safe and secure area of the Nursery Office and take ownership of the product.
- It may be beneficial to use the Samsung Galaxy tablet as a Camera also this must be agreed by your Nursery Manager before.
- Users must not load or download software on any device without the authorisation of the Nursery Manager who in turn will need the authorisation of the Area Manager. Periodic audits of software held on ICT equipment will be undertaken by the Area Manager.
- Users must take care to store sensitive information, e.g. pupil data safely and to keep it password protected, on all school systems, including Office computers.
- The following content should not be created or accessed on ICT equipment at any time.

### **PERSONAL USE & PRIVACY**

- In the course of normal operations, ICT resources are to be used for business purposes only.
- To be reviewed six monthly.

Practitioner Signed:

Date: