ICT, Photographic Images and E-Safety Policies

CONTENTS

Reviews and Responsibilities

Member of staff responsible	Caroline Mckellar
Committee member responsible	Committee Chair
Date agreed with staff	
Date agreed at Committee	19 November 2024
Signed on behalf of Committee	Tom Saunders
Print name & date	Tom Saunders
Frequency of policy review	Bi-annually
Date next review due	November 2026

Policy Statement
At Lydiard Millicent Pre-School, we want children to understand that Information and Communication Technology (ICT) is an integral part of everyday life and to be confident in using ICT. Staff and committee members also use ICT to ensure the smooth running of the Pre-School.

Children and ICT
Children are encouraged to view ICT as a natural strand in their learning and play. The tablets, interactive whiteboard, remote controlled toys and other items such as electronic keyboards are routinely available for children to explore and experiment with.

Health & Safety
Children are taught how to handle technical equipment safely and correctly. This includes, for example, how to carry electronic items safely and how to increase/decrease volume. As with all resources in the Pre-School, children are made aware of the need to treat ICT items with respect and are made aware that this equipment may not be as robust as others.

Administrative use of ICT
Administrative records are all password protected to prevent unauthorised access to information. Wherever possible, e-mail and electronic communication is used instead of paper-based systems. The Pre-School is registered with the Information Commission Office (ICO). All desktop computers and laptops will be locked when unattended.

Planning and Recording
Records for individual children are held on their keyperson's home computer such as 2 year checks and end of year reports. These plans do not contain photographs and are also password protected.

Internet Use
The tablets only have access to previously downloaded child friendly applications and children do not have access to the internet. The interactive whiteboard has internet access and is highly visible to adults whilst children are using it.

Photographic images
At Lydiard Millicent Pre-School, we occasionally use photographic images to record children's progress and development during their time at the Pre-School. We also use photographs for publicity and promotion and to share children's activities on the closed and open Facebook group. The following details the procedures we have in place to safeguard children and adults and to ensure that images are not misused.
This is based on the key principles of the right to privacy and safeguarding children. It covers still, video, electronic and phone photographic images wherever they are used.
The minimum requirements outlined below is intended to protect our children whenever photographs are taken and used. In addition, we have a duty under Human Rights legislation and the Data Protection Act 1998 to respect the right to privacy of people in photographs.

Typical Uses of Photographs
At Lydiard Millicent Pre-School, photographs may be taken and used for the following purposes:
- Displays of the children's work/activities
- Personal records of achievement for each child
- Pre-School website
- Closed Facebook group
- Open Facebook group – only used with explicit consent from parents/s

Photographs are normally only taken by Pre-School personnel. Parents and carers are only permitted to take photographs at, for example, the Christmas party in the Pre-School room, the end of year party, trips, the Easter bonnet parade and sports day. The Pre-School manager or deputy will make it clear at each event whether or not parents/carers are permitted to take photographs. If a photographer visits the Pre-School to take portraits or to film a fund-raising DVD, this is notified to parents separately and the photographer is supervised at all times.

Photographs are stored on the Pre-School computer and are password protected. Staff do not store these photographs on their own computers.

Photographic Consent

Children are only photographed with the consent of parents/carers. Written permission is obtained when a child joins the Pre-School and the level of consent, including where the images may be used (eg personal records only, personal records, Facebook and website) is noted for each child. The Pre-School administrator will keep an accurate and up to date list and is responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent.

Children featured on the website will not be named.

Requirements for Photographs

- All children must be appropriately dressed
- Avoid images that only show a single child with no surrounding context. Photographs of three or four children are more likely to include the learning context.
- Use photographs that represent the diversity of children participating
- Do not use images that are likely to cause distress, upset or embarrassment
- Do not use images of a child who is considered vulnerable, unless parents/carers have given specific written permission
- Avoid naming children in photographs or use first names only
- Report any concerns relating to any inappropriate or intrusive photography
- Remember the duty of care and challenge any inappropriate behaviour or language
- Regularly review stored images and delete unwanted material
- Photographs must not be taken in the toilet areas or in the nappy changing area
- The use of staff camera phones in the Pre-School is strictly prohibited

Parents/carers must be made aware of the need for sensitivity and respect when filming/photographing events featuring their own child(ren). The Pre-School should monitor the use of cameras at these events and ask anyone behaving inappropriately to cease filming/taking photos.

If children photograph each other, for example, as part of ICT, the guidelines for these photographs are the same as the general guidelines detailed above.

Training and Portfolios

During training, it is sometimes necessary to compile portfolios with photographs of children. These photographs should not show children's faces and parental permission should be sought.   Staff should act responsibly in compiling these images. The Pre-School manager may ask to oversee the compiled images as part of the management process. For a portfolio compiled by the manager, the committee chair may ask to oversee the complied images.

E-Safety

Lydiard Millicent Pre School has a commitment to keeping children safe and healthy and the e-safety guidance operates at all times under the umbrella of our safeguarding and child protection policy. The e-safety guidance is the implementation of the safeguarding and child protection policy in relation to electronic communications of all types.

ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal and social development. They form part of an essential life skill. When using technology with young children and adults in their setting, professionals need to ensure that the resource is used safely and responsibly. This policy sets out some guidelines for you to use.

Why Is Internet Use Important?

The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self-esteem, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children

Internet access is an entitlement for children and young people who show a responsible and age-appropriate approach to its use.

The internet is an essential element for education, business and social interaction. Lydiard Millicent Pre-School has a duty to provide children and young people with quality Internet access as part of their experience.

How Will Internet Use Enhance Learning And Personal And Social Development?

Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age appropriate filtering.

Guidance about appropriate Internet use will be part of the support for children and young people

All practitioners should guide children and young people in online activities that will support their developmental and learning outcomes.

How Will Internet Access Be Authorised?

All users of the internet will need to agree to responsible internet use

For young users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only.

How Will Filtering Be Managed?

A designated senior member of staff, usually the child protection liaison person or deputy child protection liaison.

If practitioners or children discover unsuitable sites, the URL (address) and content must be reported to the child protection liaison person or deputy child protection liaison.

Children will only access approved applications on the child accounts of the tablets.

All adult accounts will be password protected and not left 'signed in' in the presence of children.

Caroline Mckellar or Rebecca Brynt will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the setting or organisation believes is illegal will be referred to the Internet Watch Foundation (http://www.iwf.org.uk).

How Will The Risks Be Assessed?

In common with other media such as magazines, books and DVDs, some material available via the Internet is unsuitable for children. Lydiard Millicent Pre-School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. Lydiard Millicent Pre-School cannot accept liability for the material accessed, or any consequences of internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

The e-safety lead for Lydiard Millicent Pre-School will have an awareness of current e-safety advice and will embed this within their work with children.

The senior practitioners (Caroline Mckellar or Rebecca Bryant) for Lydiard Millicent Pre-School will ensure that the Internet policy is implemented and compliance with the policy monitored.

How Will Website Content Be Managed?

Written permission from parents or carers will be obtained before photographs of children and young people under the age of 18 are published on the setting's web site or Facebook page.

Full names of children and young people will not be used anywhere on the website or Facebook page, first names will only be used in association with photographs.

Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items. uploaded will not include content that allows the children and young people, under the age of 16 to be identified.

The committee chair will take overall editorial responsibility and ensure that content is accurate and appropriate.

Communication - Managing Email

Lydiard Millicent Pre-School will promote safe use of e-communications to other practitioners, professionals, parents/carers, children and young people.

Children and young people should immediately report to an adult if they receive offensive e-mails.

Children and young people should not reveal any details of themselves to people they do not know, such as an address or telephone number, or arrange to meet anyone.

Lydiard Millicent Pre-School will not use e-communications with children as part of its work and children will not be provided with individual accounts for email.

E-mails sent to an external organisation will be written carefully and in the same way as a letter written on headed paper.

On-Line Communications And Social Networking

In general, the use of online chat will not be permitted other than as part of an online learning environment.

Children will not be allowed access to social networking sites.

Mobile Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before its use within Lydiard Millicent Pre-School is allowed, e.g. wi-fi enabled notebooks or smart watches.

Mobile phones are used for business purposes by Lydiard Millicent Pre-School during trips and emergencies. Parents, other staff members and older children will be asked not to use personal mobiles for calls, internet access or photographs whilst in the setting, unless specifically permitted on special event days such as sports day or a Christmas party and provision has been made to safely store personal phones in the office filing cabinet.

Introducing The Policy To Children

Rules and rights for Internet access will be posted in all areas where computers are used

Support for responsible and safe use will precede Internet access.

The teaching of e-safety will be part of the provision for all children and young people. It will include key messages that are age and maturity appropriate, such as keeping personal information safe, dealing with cyberbullying, knowing who to tell if there is inappropriate content/contact on-line.

Families, Carers, Childminders And E-Safety

Adults' attention will be drawn to our e-safety policy in newsletters and the Pre-School's website.

Regular information will be provided to parents and carers about how to ensure they can work with Lydiard Millicent Pre-School to ensure resources are used appropriately.

A partnership approach with parents and carers will be encouraged. This may include awareness-raising meetings, newsletters and hands-on sessions and suggestions for safe internet use at home.

Advice on filtering systems, educational and leisure activities that include responsible use of the internet may be made available to parents.

Interested parents can be referred to organisations such as CEOP6, Childnet International, PIN7, Parents Online and NCH Action for Children.

Consulting With Practitioners And Their Inclusion In The E-Safety Policy

All practitioners will be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment .

All practitioners will be required to see and sign the policy for responsible e-mail, network and internet use as part of their induction.

The consequences for internet and mobile phone technology misuse may result in supervised access or withdrawal of access.

Community and any other non-setting users of Lydiard Millicent Pre-School ICT facilities must sign the acceptable user policy before being granted access.

Practitioner development in safe and responsible internet use will be provided as required by the setting.

How Will Complaints Be Handled?

Responsibility for handling incidents will be delegated to the child protection liaison person or deputy child protection liaison, Caroline Mckellar, Rebecca Bryant or the committee chair.

Any complaint about practitioner misuse must be referred to the manager or committee chair

Parents and children will need to work in partnership with practitioners to resolve issues should they arise.

There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

Sanctions available include:

- Interview/counselling by a designated senior practitioner
- Informing parents or carers
- Removal of internet or computer access for an identified proportional amount of time
- Supervised access.

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	February 2010	Checked against PSLA guidelines
1.1	February 2010	Small amendment
1.2	October 2012	Minor changes
1.3	November 2014	No changes
1.4	September 2020	Major overhaul including new sections
1.5	July 2021	Document formatting and amendments
1.6	December 2022	Minor changes
1.7	November 2024	Minor changes