**ICT, Digital Camera and Photograph Policy**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

At Woodmancote Preschool we believe in giving all children equal opportunity to access appropriate technology safely and to learn about its uses through play and with appropriate adult support. We aim to provide resources that will encourage all children to learn according to their interests and stage of development. This policy has been written will regard to: Safeguarding Children and Protecting Professionals in Early Years Settings. Online safety guidance for Practitioners.

We aim to promote the use of ICT:

**To enable all children to:**

* Build on their experiences from home
* Develop practical skills needed to access ICT
* Enjoy ICT and use it with confidence
* Understand that equipment needs to be used with care and respect.

**To ensure all children can:**

* Listen to and understand instructions
* Use ICT as a tool for collaborative decision making and conversation.
* Encourage children to problem solve and think logically to complete tasks.

**To enable staff to:**

* Improve teaching in order to promote children’s learning
* Improve their own professional development and confidence in the use of ICT

**To enable parents to:**

* Improve their confidence in their use of ICT in order to support their child’s learning.

**We will achieve our aims through:**

* Ensure children have regular access to ICT equipment of recent specification
* Providing software that is linked to current areas of learning.
* Providing specific software that may be beneficial to children with SEN
* Providing adult support to enable children to optimise use of ICT equipment
* Supporting children’s learning through the use of ICT in order to raise achievement in all areas of learning in the Early Years Foundation Stage
* Identifying ICT training needs for staff and encouraging them to improve their ICT skills if necessary.
* Encourage staff to use appropriate ICT language
* Provide opportunities for parents to work alongside their children on ICT activities. Preschool will notify parents of any apps etc used at Preschool to enable shared learning between home and Preschool.

**Safe Use of the Internet**

If used, how will internet use provide effective learning?

* Staff, parents and children need to develop good practice in using the internet as a tool for teaching and learning.
* Pre-school will ensure there are filtering systems installed, updated and reviewed.
* Children will be supervised and monitored appropriately at all times whilst accessing the internet.
* Internet access will be planned to enrich and extend learning activities.
* Only those children who have received written permission from parents/ carers will be able to access internet.
* Preschool will ensure that written permission is actively sought and information provided to parents/ carers will be relevant, detailed and informative.
* The managers will have responsibility for ensuring that regular checks are made to ensure that the filtering methods in place are effective.
* Virus protection will be installed and updated regularly. (Currently McAfee)

**The Role of the Adult**

Adults need to feel comfortable, confident and positive about technology as well as be familiar with assembling and using all items of technological equipment. They should take advantage of training opportunities as well as ICT courses to extend their knowledge and understanding of the subject, in order to support the children in the following ways:

* To take all available opportunities to ensure good practice in promoting individual children’s learning using the Development Matter’s statements.
* To show a positive and enthusiastic attitude about technology.
* To integrate ICT throughout the Early Years Foundation Stage.
* To ensure quality of access to all children.
* To encourage children to work individually whilst supervised and cooperatively with other children and adults.
* To encourage and extend children’s problem solving skills.
* To maintain equipment and understand health and safety issues when using technological equipment.
* To raise children’s awareness of relevant health and safety issues.

**Health and Safety**

We are aware that there are various health and safety issues when using computers and other ICT equipment with young children. The child needs to be able to look at the monitor straight in front of them.

* Backs should straight and supported with feet on the floor.
* Children will not be allowed to stare at the screen for too long. A timer will be used to enable the children to self-monitor their times and take turns.
* Correct use of equipment is modelled and encouraged through focused adult led activities.
* Tablets will be kept away from sand and scissors
* Staff will ensure children have clean hands when using ICT equipment.
* Liquids will be kept away from ICT equipment
* Staff will teach awareness of electrical safety.
* All switches to be switched off at the end of the session.
* Access to screens is always in a visible area.
* The use of the internet is always supervised.
* An Internet Service Provider using filtered access is always used.

**General Points**

* All staff having access to the equipment will be fully trained in its use.
* Written permission will be obtained from parents for safe use by their children.
* Regular maintenance will be carried out.
* A designated staff member, currently Anita Robertson, will ensure security system and safety programmes are current, up to date and fully functioning.
* If a member of staff leaves employment, all current passwords will be changed.
* When requested by Gloucestershire County Council, any monitoring information needed will be submitted.
* All equipment when not in use is stored in a locked cupboard. Anyone taking equipment away from the hall will need to ensure that safe and adequate storage is used.
* All personal information supplied is held in accordance with the Data Protection Act 2018
* All computers/ laptops and storage devices used to store personal information about staff, parents/ carers or children are encrypted.
* Staff are only to use the preschool email when sending emails regarding preschool business.

**Electronic Equipment and Photographs**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

We will regularly take photos of children attending Preschool. The purpose of the photos will be to enhance children’s understanding and learning, use in your child’s learning journey and for displays inside Preschool. With written parental consent, some photos may be used on Preschool’s website.

* Parents are made aware of Preschool’s Mobile Phone and Electronic Device Policy.
* Using mobile phones or other electronic devices to take or share photos of Preschool children is strictly prohibited. The exception to this is the use of Preschool tablets to take photos for learning journeys.
* Photos will only be taken in visible areas of the setting in full view of other members of staff.
* Under no circumstances are devices able to take or share photos to be taken into the toilet area.
* Photos will only be taken if the child does not object.
* Preschool is an inclusive setting so gender, race, SEN and differing abilities are reflected in a balanced way.
* We are sensitive to any cultural issues of which we need to be aware when taking photos of children from different ethnic groups.
* Written parental consent must be given in order for any photos to be taken of the child.
* Parents can access their child’s learning journey online.
* Under no circumstances will photos be circulated outside Preschool without written consent from parents. This includes promotional purposes and Preschool’s website.
* Emailing photographs is prohibited
* We will not share photographic files with anyone outside Preschool without written permission from parents.
* In no circumstances are any photos where the child can be identified to be uploaded onto any social networking site, including Facebook.
* Children will have opportunity to take photos using the children’s camera as part of their own learning. They will be supervised by a member of staff at all times.
* The cameras and tablets will be kept in a locked, safe place when not in use.

**E-Safety**

A checklist for all staff to ensure that all children and adults are using the internet and digital media safely.

* Digital media e.g., Camera and Electronic Device policy in place and reviewed annually.
* All computers and storage devices holding personal or children/parent information is encrypted
* Emails – all staff must only use preschool email to contact parents/ carers.
* Access to internet – policy in place.
* Use Preschool phone only for Preschool business.
* Electronic device policy in place. Only use preschool camera and tablets for photographing children. Ensure have permission to photograph the child and limits of their use.
* Social networking sites – staff advised to use carefully especially when considering friend requests from parents.
* Turn Bluetooth off your phone when at Preschool.
* Check GSCP alerts for news on e safety
* Staff aware of all policies and procedures regarding e safety.