



[Tickton Pre-school and Play Pals](#)

[Acceptable ICT use Policy](#)

[\(Internet – acceptable use](#)

['Social Networking' acceptable use](#)

[Digital Images Policy - Staff acceptable use agreement\).](#)

**Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).**

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

## EYFS

### **Links to 'Staff code of conduct'.**

We recognise that many staff and parents choose to use Social Networking sites. Our setting has a high reputation to protect comments on networking sites could have an impact on the way that clients, business associates and potential customers view Tickton Pre-school & Play Pals and staff. We have therefore put the following restrictions into place:

No staff member or visitor may ever mention or discuss the fact that they work at Tickton Pre-school and/or Play Pals on any internet site, chat room or on any 'Facebook' / 'social net-working' page and/or site. Staff must **never** discuss any issues concerning the Pre-school or Play Pals on any internet chat-room, website and/or 'Facebook' / 'social net-working' site.

Staff must not post, or reply to, any comments about the setting, their clients or the workings of the business on any social networking sites.

Tickton Pre-school and Play Pals Acceptable use of ICT Policy.

If staff choose to allow colleagues to be “friends” on Social Networking sites then this relationship must remain professional and the Confidentiality Policy must be adhered to.

Staff must be aware of the effect their actions may have on their images, as well as Tickton Pre-school and Play Pals image. Employees should use their best judgment in posting material.

**The setting must never be discussed with parents via any social networking site (including Twitter and Facebook). This is a disciplinary offence.**

**The setting manager will manage the settings Facebook account (with settings set at the highest security level possible).**

**Tickton Pre-school and Play Pals uses the NSPCC guide on sharing photographs of children on line:-**

**[Photography and sharing images Guidance for photographing and recording children during events and activities](#)**



It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

## **Risk factors**

Some of the potential risks of photography and filming at events include:

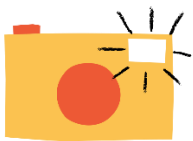
- children may be identifiable when a photograph is shared with personal information

- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

## **photography policy**

- do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- use a parental permission form to obtain consent for a child to be photographed and videoed
- obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children
- do not approve photography sessions outside the event or at a child's home.

## **Seeking consent for children and young people**



Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for.

For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

## Storing images securely.



Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked cupboard and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Do not use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

Organisations who are storing and using photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information.

**No reference to any child's/staff/parents' name, picture or personal information will ever be shared via social media.**

**Staff must be aware of E-safety and E-learning and the risks of exposure to extremist views. Staff must ensure that the 'parental controls' are switched on each time a child uses an ICT device at Tickton Pre-school and Play Pals.**

**Children MUST be supervised when using computers and internet tablets. Filters are in place at Tickton pre-school and Play Pals to ensure children are unable to view inappropriate content.**

**Direct responses will not be responded to.**

**The aims of our setting Facebook page is for advertisement, showing what we do (using appropriate references/pictures) and for appropriate information sharing with parents, for example; as term dates. Content will be planned and information will always remain professional. The effectiveness of this page will be continually monitored in relation to these aims.**

If a staff member comes across any information sharing on the internet concerning Tickton Pre-school and/or Play Pals other than that of our official website and Facebook page – this must be reported to the manager immediately.

Staff must adhere to our confidentiality policy at all times.

Staff must not post photographs of any child or parent who attend the setting. Staff must also adhere to the settings **Acceptable use of Mobile Phones and Camera's Policy**.

Parents must be reminded that they are not permitted to post photographs, which may contain images of children other than their own to Social Networking sites with regards to Tickton Pre-school and Play Pals; for example, group photographs from Sports Day or an Outing.

Staff members must also remember that they are a representative of Tickton Pre-school and Play Pals at all times.

Staff may use the office internet facilities to source materials and resources relating to the Early Years. Staff may not access personal email accounts or Social Networking Sites unless they are on their lunch break, in a staff area, away from the children.

**The setting computer has 'parental controls set' to prevent the children accessing inappropriate websites. All children are supervised while using the computer to access the web or websites.**

Our Wi-Fi (wireless connection) is locked and encrypted (the manager hold this information)

Parents may be given the setting email address as an email address to contact the setting.

Staff must not post, or reply to, comments on a Social Networking site, which could offend any other member of staff or client of Tickton Pre-school and Play Pals.

No photographs of staff in their setting uniform may be placed on any chat room or unofficial website.

Pictures of any children, parents, staff or volunteers must never be down-loaded onto any website, chat-room or email account.

**Failure to compile with the above will lead to a staff disciplinary procedure. Any member of staff found to be in breach of any of the above may be subject to disciplinary action. Every staff member has a duty to report any breach of policy to the management team.**

### **Acceptable internet use:**

Use of the internet by employees of Tickton Pre-school and Play Pals is permitted and encouraged where such use supports the goals and objectives of the business.

However Tickton Pre-school and Play Pals has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

Adults understand the risks posed by learners who use technology, including the internet, to bully, groom, radicalise or abuse children or learners. Staff must develop their own understanding of

these risks and keep themselves and others safe. The manager must oversee the safe use of technology when children and learners are in their care and take action immediately if they are concerned about bullying or children's well-being.

### **Unacceptable behaviour:**

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material,
- posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, libellous, or that create a hostile work environment.
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Tickton Pre-school, Play Pals and/or your colleagues and/or our customers/parents/children on any social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- revealing confidential information about Tickton Pre-school and Play Pals in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff/parents/children and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources

### **Company-owned information held on third-party websites:**

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Tickton Pre-school and Play Pals. This includes such information stored on third-party websites.

### **Monitoring:**

Tickton Pre-school and Play Pals accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

Employees are not to publish, post or release any information that is considered confidential or not public.

Social media networks blogs and other types of online content sometimes generate press and media attention or legal questions. Employers should refer these questions to the setting manager.

In addition, all of the settings internet-related resources are provided for business purposes. Therefore, the setting maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

## **Sanctions:**

Where it is believed that an employee has failed to comply with this policy, they will face the settings disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

We recognise that many staff and parents choose to use Social Networking sites such as 'Facebook'. Our setting has a high reputation to protect and comments on networking sites could have an impact on the way that clients, business associates and potential customers view Tickton Pre-school & Play Pals and staff. We have therefore put the following restrictions into place:

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Staff must **never** discuss any issues concerning the Pre-school or Play Pals on any internet chat-room, website and/or 'Facebook' / 'social net-working' site.

Staff **must not** post, or reply to, any comments about the setting, their clients or the workings of the business on any social networking sites.

If staff choose to allow colleagues and parents to be "friends" on Social Networking sites then this relationship must remain professional and the confidentiality policy must be adhered to. This is also explained to parents when they join Tickton Pre-school and Play Pals.

**The setting manager will manage the settings 'Facebook' account (with settings set at the highest security level possible) – this will solely be used for 'advertisement purposes' and for the sharing of appropriate information with parents/carers and a wider community.**

**NO pictures of children/staff/parents will ever be shared via social media.**

**No reference to any child's/staff/parents' name, picture or personal information will ever be shared via social media.**

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Tickton Pre-school and Play Pals Acceptable use of ICT Policy.

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Staff may use the pre-school office internet facilities to source materials and resources relating to the Early Years. Staff may not access personal email accounts using pre-school ICT equipment.

**The setting computer has 'parental controls set' to prevent the children accessing inappropriate websites. All children are supervised while using the computer to access the web or websites.**

Our Wi-Fi (wireless connection) is locked and encrypted (the setting manager hold this information).

Parents may be given the setting email address (info@ticktonpreschool.co.uk) as an email address to contact the setting.

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**Unacceptable behaviour:**

In particular the following is deemed unacceptable use or behaviour by employees and will lead to a disciplinary procedure:

- visiting internet sites that contain obscene, hateful or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users



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- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Tickton Pre-school, Play Pals and/or your colleagues and/or our customers/parents/children on any social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- revealing confidential information about Tickton Pre-school and Play Pals in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff/parents/children and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources

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## **Staff Acceptable Use Agreement- Digital Images**

To ensure that staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement.

Digital images refer to both still and moving digital photographs

- Staff/volunteers understand that all photographs taken of children and their families associated with Tickton Pre-school and Play Pals, both in the setting and outside on visits, are the property of Tickton Pre-school and Play Pals.
- All digital images will be taken with Tickton Pre-school and Play Pals cameras/i-pads. I understand I may not use personal equipment to take digital images.
- Photographs will be stored on setting computers - for a period of up to ten years whilst some will be deleted from the settings computers permanently.
- Staff understand digital images needed for professional purposes may be used and stored on setting laptops and computers off the premises for a period of one year. After this time I agree to be responsible for deleting them. The photographs need to be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs.
- Staff understand and agree that the setting management may monitor my technology use to ensure the safe use of digital images of children and their families associated with Tickton Pre-school and Play Pals.
- I agree to abide to the permissions parents give in the use of photographs of their individual children and families on their application forms.
- I understand and agree that any photographs of children to be used in Tickton Pre-school and Play Pals training and promotional materials and on websites will not include the actual names of any children.