

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Safeguarding

1.13 ICT and Communication Technology

Policy statement

At Eastington Playgroup we understand that we live in a rapidly changing technological world where technologies are constantly extending and expanding. We believe children need to be introduced to ICT from an early age in order for them to develop the appropriate skills they will need to fully access the Early Years Curriculum and beyond.

Guidance for use by children

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 handled 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
- 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 the use of ICT in order to support their children's learning

We will achieve our aims through:

- Ensuring children have regular access to equipment that is of the latest specification in order

to improve the quality of learning

- 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 (EYFS)

- Ensuring staff have training which enables them to use ICT confidently and effectively thereby improving the quality of teaching
- Encouraging staff to use appropriate ICT language

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- Providing opportunities for parents to work alongside their children on ICT activities

Safe use of the Internet

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
- The setting will work in partnership with parents and the Internet Service Provider (Southwest grid for learning) to ensure systems to protect children are reviewed and improved for safe use at all times
- Children will be monitored and supervised 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 information via the Internet
- The setting will ensure that written permission will be actively sought and information provided to parents/carers will be relevant, detailed and informative
- Senior staff will ensure that regular checks are made to ensure that the filtering methods in place are effective
- Virus protection will be installed and updated regularly

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 all in-house opportunities as well as ICT courses to extend their knowledge and understanding of the subject, in order to support children in the following ways:

- To take all available opportunities to draw children's attention to everyday technology
- To show a positive and enthusiastic attitude about technology
- To integrate ICT throughout the Early Years Foundation Stage (EYFS)
- 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

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- 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.

- Computers need to be set at the right height so that the child can sit comfortably without putting strain on their back, neck or arms
- Chairs need to be adjusted to the right height so that the child looks at the monitor straight in front of them.
- Backs should be straight and supported and feet flat on the floor
- Children should be encouraged to take a break away from the computer so that they are not staring at the monitor for too long, Sand timers will be used to enable children to self monitor their times and to take turns
- Correct use of equipment is modelled and encouraged through focused adult led activities
- Computers will be located so that there is good circulation of air
- Ensuring children have clean hands when using ICT equipment
- * Taking care that liquids are no where near ICT equipment
- Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered
- Allowing only one child to hold the mouse at one time
- Remembering to turn off all switches at the end of the day
- Ensuring that children are taught how to correctly shut down a programme, load the printer with paper etc.
- Access to screens is always in a visible area
- The use of the Internet is always supervised
- An Internet service provider offering filtered access is used
- Equipment will be cleaned on a regular basis with anti bacterial cleaner to prevent cross contamination

Digital Camera and photographs

We will from time to time take photographs of your children in action.

The purpose of these photographs will be to enhance children's understanding and learning, use in your child's learning journey and for displays inside the setting.

- Photograph's of children will only be taken on the setting's camera
Only those cameras authorised for use within the setting can be used to take images, as opposed to personal cameras, which is prohibited at all times
- Emailing photographs is prohibited

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- At no point should a camera be taken into a nappy changing/or toilet area
- The camera is used to support child/practitioner observations and learning
- The child does not object to having his/her photograph taken
- We are inclusive so that 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 photographs of children from different ethnic groups
- These photograph's will be kept in the child's learning journey, and used for display purposes
- Parents permission will be sought to photograph their child when on the premises and during outings
- Parents are made aware of our use of camera's and the location of the policy
- Parents may access their child's learning journey at any time whilst their child is in attendance
- Photograph's will only be printed off on the settings printer and no other copies are kept
- Photograph's of children will only be taken in open plan areas of the setting and in full view of other members of staff
- Under no circumstances will these photograph's be circulated outside the setting without first seeking written permission from parents/carers
- If any are to be used for promotional purposes or posted on the setting's website, express permission will be sought in writing from parent/carers
- We will destroy any photograph's downloaded onto the computer within three month's
- We will not share photographic files with anyone outside the setting.

Role of the Management/Finance committee

- The management will ensure all staff having access to the equipment are fully trained in it's use.
- We will communicate with parents/carers appropriately and seek any written permission required by them for safe use by their children
- We will ensure regular maintenance of equipment is carried out

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- We will ensure that firewall and safety programmes are current and up to date and are fully functioning at all times
- We will ensure that only those who need access Pre Schooler Program ie admin, Playleader and deputy.

Software will have passwords to access this information

- If a member of staff should leave our employment we will ensure that they will no longer have access via password to the equipment and that current passwords will be changed

- We will ensure when requested by GCC to submit any monitoring information needed

- We will store all equipment when not in use in a locked filing cabinet or cupboard.

Alternatively for those who need to take equipment away from the setting site will ensure that safe and adequate lockable storage is sought

- We will ensure that all personal information supplied is held securely in accordance with the Data Protection Act 1998
- We will review this policy at least once year and before this time should any matter's arise that need to be addresses.

This policy was adopted at a meeting of

name of setting

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

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