



Technology and E-Safety Policy

Technology

Aims

It is the responsibility of the Management Committee (MC), staff and volunteers within Ashton Gate Out of School Care (AGOSC) to safeguard children's welfare in relation to photography, video and mobile phones and minimise the risk of harm. We will fulfil our legal duties in relation to personal data and other areas in line with the Data Protection Act 1998.

Procedures

Digital and Video images:

- Written permission for photographs to be taken during AGOSC's activities is obtained from parents/carers when they complete the annual registration form for their child/ren. Images may be used within the setting (e.g. on a wall display), as part of our advertising (e.g. on a leaflet) or at special events (e.g. at our AGM).
- If images are to be used externally or in a way that is out of the ordinary (e.g. on the website of a visiting artist), parents/carers will be made fully aware of how they will be used and will have the right to decide if they wish their children to be photographed.
- Individual parent/carer's wishes are considered and respected.
- Digital images will be stored in a file on the computer that is accessible only by members of staff. The storage of images will be in accordance with data protection laws (e.g. password protected files and cameras and memory pens being kept locked away).
- AGOSC staff are aware of the risk associated with taking, using, sharing, publishing and distributing digital images and they take appropriate precautions. This includes ensuring children are appropriately dressed when digital/video images are taken.
- Staff only use AGOSC's equipment; personal equipment is never used to record images of the children.
- Children's full names are not used anywhere on our website or literature.
- After a photograph is taken down it is stored in the child's file, returned to the family or shredded.

Mobile Phone usage:

- Staff and volunteers are not to keep personal mobile phones on their person during work hours within the setting. Mobile phones can detract from the quality of supervision and care of the children.
- Mobile phones are kept in a secure area away from where the children are accommodated (e.g. lockers or office).
- Staff may use their mobile phones during their designated breaks and in an area away from the children.
- Staff should never exchange mobile phone numbers with a child within their setting.

- AGOSC's telephone number should be given as an emergency number in case staff need to be contacted.
- Staff are not to use an mobile phone cameras to photograph the children.
- Visitors and parents/carers will be asked to switch off their mobile phones or not use their phones will on the premises. If they need to use their phones they will be asked to do so away from the children.
- Off site, on outings, mobile phones may be very useful. Paper information will be taken on outings so that child information does not need to be stored on a personal mobile.

E-Safety

Rationale

The Internet is a dynamic and exciting means of communication which provides us with an ever-growing source of information and resources. Children today grow up into a world where the Internet will become increasingly accessible and their Internet use will permeate almost every aspect of their lives. It is therefore essential that staff and children use the Internet in safety and that policy and practice in AGOSC are as one.

Information and enjoyment

The internet provides many benefits for learning and for fun and AGOSC believes it has a duty to provide quality internet access as part of children's play time. Internet use is also a valuable tool for staff in planning and delivering activities. When their children register with AGOSC, parents/carers will be required to sign an Internet access permission slip and this will be kept on file during their time with us.

In order to keep children safe on the internet, children will:

- Be introduced to the club rules for Internet use and be reminded of these rules on a regular basis.
- Have focused, age-appropriate e-safety discussions with staff which will educate them in becoming responsible and thoughtful internet users. This will take place during circle time each term.
- Will not be allowed to access email or social networking sites from club computers.

Responsibilities of staff

- To preview all programmes, games and websites and evaluate them prior to access by the children to ensure they are appropriate and suitable.
- Supervising and monitoring the use of computers and games consoles to keep children safe and encourage them to participate in a broad range of activities.
- Demonstrate to children how to navigate responsibly and only give older children permission for children to carry out searches using child-friendly search engines.
- Make sure children are not able to access or download material which is unsuitable.
- To report any concerns to the Play Centre Manager or MC.

Managing Internet Access

Access to the Internet will be managed by the Play Centre Manager, who will also be the first point of contact for e-safety issues. The use of club computer systems without

permission or for purposes not agreed by the club could constitute a criminal offence under the Computer Misuse Act 1990.

In order to provide safe access to the internet, staff and MC will ensure that every reasonable measure is taken. These measures are as follows:

Regarding equipment:

- We will use anti-virus software which is regularly updated and monitored for fitness of purpose.
- Our ICT systems security will be monitored and security strategies discussed as appropriate.
- All ICT equipment should remain in the setting at all times. This is to minimise the risk of computer viruses and for data protection purposes.
- Any console games used will be originals and not copies.

Regarding staff:

- Staff should not habitually use AGOSC's computers/laptops for personal use.
- Caution should be taken if personal email addresses are used on the setting's computers/laptops.
- Email attachments should only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- Staff will be made aware that incoming email should be treated as suspicious and attachments should not be opened unless the author is known.
- AGOSC staff should not forward any of the setting's work, files, and information etc on the setting's computers/laptops to their personal computer unless this has been agreed by the MC as necessary. Any work taken home should be recorded and appropriately protected as if it were in the setting.
- Other users' files should not be accessed, copied, removed or otherwise altered unless they give their express permission.
- Staff should not use any personal memory devices in AGOSC's computers/laptops. Memory sticks provided by the setting should be used for work purposes only and not taken off the premises.
- All staff using the internet, especially those who have administrator rights to use Libacura and Parentmail, will be required to sign a staff code of conduct for ICT and will have CRB clearance. These will be filed in the office and updated as appropriate.
- All email communication should be appropriate and written in a professional manner.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Staff should ensure that AGOSC's computers/laptops are used appropriately to avoid disabling or damaging equipment.
- Any person not directly employed by the AGOSC (e.g. volunteers) will be asked to sign a staff code of conduct for ICT before being allowed to access the internet on site.
- AGOSC's website will not publish personal information relating to staff or children. The full names of children will not be used anywhere on the website. Contact

details given online will refer to the office only. The Play Centre Manager will have overall editorial responsibility for materials appearing on the website.

- Any material that we suspect is illegal will be referred to the Internet Watch Foundation.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Regarding social networking sites:

- AGOSC's computers/laptops are only to be used for setting related activities. Staff should not access social networking sites on the settings computers/laptops, including during their breaks.
- No details of the setting or an individual's work should be put on to any form of social networking site.
- Staff and volunteers should not engage in any online activity that may compromise their professional responsibilities.
- Adults working with children/young people should not correspond with setting children/families through social networking sites.
- Possible implications should be considered when staff enter any personal details on any gaming or social networking sites.

Policy Decisions

- Whilst AGOSC will take all reasonable precautions to prevent access to unsuitable materials, it cannot accept liability for any material accessed, or any consequences for internet access.
- Complaints of internet misuse will be handled by the Play Centre Manager or MC member.
- Any complaint about staff misuse must be referred to the Play Centre Manager.
- Complaints of a child protection nature must be dealt with in accordance with our Safeguarding Children procedures.
- The wider community will not be permitted to have access to our computer systems.

Communications on E-Safety matters

- Parents/carers and staff will be kept updated with e-safety issues as appropriate.
- Parents/carers will receive information on e-safety when their child starts at AGOSC. A page on our website will provide links to further sources of information as well as our e-safety policy.
- The computer games available in the setting are made known to parents/carers and they have the option to request that their child does not access the equipment.
- Children's e-safety rules will be posted near all computers in the setting and revisited regularly.
- All staff and volunteers will be made aware of the content of the AGOSC's policy for e-safety and understand their roles and responsibilities.