



**The Play Den**  
**25 Safeguarding and Welfare Requirements**  
**INFORMATION AND COMMUNICATION TECHNOLOGY POLICY**

We live in a changing landscape that harvests the use of technology and digital media and it is only correct that The Play Den incorporates a variety of methods when communicating with our parents and carers. Additionally, we should not prevent children from using such technology, as they have the right to access technologies to support their learning and development as we prepare them for the 'real' world. However, we must ensure that we eliminate the risk of confidential information falling into the wrong hands and in the cases where elimination is not possible, the risks are reduced to an acceptable level.

**(Safety and Suitability of Premises, environment and equipment - Risk Assessment 3)**

The advice has been sought from the LA designated expert (Hew Ford), Tapestry, Statutory EYFS guidance and 'Online Safety – A toolkit for Early Years Settings' in obtaining information to enable this policy to be produced.

- At The Play Den, children are encouraged to use a range of ITC such as cameras, photocopiers, CD players, programmable toys (such as talking tins) as well as laptops and tablets. **(Learning and Development – Understanding the World – 1)**
- Technology that are able to communicate with others (such as laptops and tablets via WiFi) have filters applied that restrict the types of websites that can be visited; minimising the risk of exposure to the most inappropriate material. This is monitored by our Designated IT Safety Officer.
- Laptops and tablets are password protected and passwords are changed every 3 months (immediately if this has been

compromised) **(Safety and Suitability of Premises, environment and equipment 3)**

- Staff educate children on an ongoing basis on the use of online media and how to keep themselves safe from harm. To protect children, behavioural indicators are monitored by the staff for symptoms of cyber bullying, making, taking or distributing images, grooming or exposure to inappropriate images. **(Safeguarding 3)**
- Children are not permitted to use chat rooms and the web cam facility is only allowed under direct supervision.
- Staff have received training in respect of 'The Prevent Duty' and monitor behaviour for signs of radicalisation and ITC use for signs of extremist material.
- Viruses, Trojans, spyware and malware are also monitored by the setting's designated IT safety officer as well as checking the history.
- We limit the times children spend on ITC to ensure they receive a balanced early education.
- Intentional misuse of ITC may result in children not being able to use such equipment.
- Some information is stored on the setting laptops and tablets (such as photographs or video recordings prior to printing or sending to the website or Tapestry E- Journals). This is accessed only by staff at the setting and such equipment is password protected to ensure no unauthorised personnel can access the information. The Play Den is registered with the Information Commissioners Office to ensure we adhere to the Data Protection Act
- The setting uses an online learning system called Tapestry. Staff use individual email accounts and are password protected (that are monitored for strength by the setting manager and changed every 3 months). Parents can only access their child's learning journal and their accounts are also password and pin number protected. This is a 'cloud' system and therefore, information is not stored on setting laptops or tablets. The system is monitored by Kate Adams. **Please refer to the Tapestry Policy behind this policy.**
- Staff leave mobile phones in the staff room and are not able to access them in children's areas. All setting phones are basic types that do not have facility to capture photographs or video

recordings. Such phones are used when staff are out of the setting (on outings or the 'school run').

- Phones belonging to managers remain in their office/staff room at all times.
- Visitors are required to leave their mobile phone in the front office

This policy was produced on 5/3/14 and last updated on 11/4/19