Nursery Childcare Policy – Internet Use

Relating to: Nursery

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Document owner: Nursery Manager

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Policy Statement

At St Helens College Nursery, we understand that ICT, digital and mobile technology resources are now essential in supporting learning and personal social development. When using technology with children in the setting, professionals need to ensure that the resources are used safely and responsibly.

Why is internet use important?

- The internet can be used to support learning as well as for personal development activities. It is now regarded as a necessary tool in settings for both practitioners and children.
- Internet access for all children will be used responsibly and taking into consideration age-appropriate material. St Helens College Nursery has a duty to provide children with internet access as part of their experience.

Keeping Children Safe

Aims

- Internet access will be used for educational aspects of development and will include age-appropriate filtering.
- All staff will guide children in online activities that will support their development and learning outcomes.
- Children will be closely supervised and monitored by staff allowing access to specific and agreed sites only.
- All iPads contain a filter code which can only be removed by the staff in order to be able to gain access to the internet.
- Once the filter code has been removed from the iPads children will never be allowed access to them without supervision.
- The manager/deputy manager is responsible for checking the history on all the iPads.
- All staff are aware that they are unable to use the Class Dojo App/Facebook group with any parent who has not read and signed the declaration enabling understanding of how to use the app safely and securely.
- Staff are not permitted to use their own devices to access the internet with the children.

Staff Expectations

Aims

- Staff will only use the Nursery equipment for taking photographs of the children and use the internet to support their work with the children.
- Staff are responsible for the safe keeping of all cameras and iPads. They are to be locked away in the cabinet in the office at the end of the day.
- All staff are responsible for supervising children during internet use. Children are not to be unsupervised if using iPads.
- Images on the settings equipment should be printed then deleted as soon as possible.
- While reasonable personal use of the settings equipment will be tolerated, regular checks are carried out to ensure that equipment is being used appropriately and in line with the colleges Code of Conduct policy and IT acceptable use policy.
- Any inappropriate material that has been sent to any member of staff must be reported immediately to the manager.
- Staff must ensure that any online activity both inside and outside the setting will not bring the nursery or professional role into disrepute.
- Staff must not publish any digital imagery/photographs/videos of children or families on any social media/networking sites.
- Staff must not become 'friends' with or engage with any parent/carer and families on any social networking site unless they were friends prior to employment commencing.
- Staff must not make any derogatory comments about the nursery, colleagues, contractors, or children/families who attend the nursery on social networking sites.
- When commenting on social media staff must be mindful of their association to the nursery and their obligation to be responsible and positive.
- All staff within the nursery are responsible for ensuring they always adhere to the Colleges e safety policy.

Parent Expectations

St Helens College Nursery has a Facebook group and uses the Class Dojo app, this is a communication tool to liaise with parents. We will use it to:

- Promote certain events such as dressing up days, parents' week, staff development days etc
- Update parents on staff development & training
- Send photographs of children throughout the day
- To give news
- To give and receive information surrounding the child's development
- We also want to invite parent's thoughts & comments.

The administrators (Manager/Deputy Manager) will update the Facebook page on a regular basis. The administrators reserve the right to remove any comments at any time. The intent of this policy is to protect the rights of the nursery, staff & families. We will remove any postings that:

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use abusive or negative terms about any individual
- Do not show consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent

Scope of the Policy

This policy applies to all parents, children, and staff of the Childcare Facility

Associated Policies

- Safeguarding & Child Protection
- Managing Children's Behaviour
- Health & Safety
- Record Keeping & Confidentiality
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Induction of Staff & Students
- Whistleblowing
- Supervision
- Communication
- Parental Participation
- Keeping Children Safe & Secure on the Premises
- Data Protection & Sharing of Information
- Staff Behaviour
- Education & Curriculum

Access to the Policy

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

Post- Holder to Contact

Director of Student Services.