

Statement of Intent

Pollyanna Pre-school views the safety of the children in our care as paramount. The following policy outlines the procedures we use regarding the internet, mobile phones, tablets, cameras, social media and learning journals.

Pollyanna will protect children and staff with respect to e-safety and prevent unauthorized photography of children. We will also make children/parents/staff aware of dangers when using technological communications. **(Please also see our Safeguarding Policy).**

Procedures

Mobile Phones

- All staff mobile phones are to be kept in the mobile phone box on the stage during session.
- If a member of staff or volunteer needs to use their mobile phone for an essential call, they must make the call in the equipment cupboard or in the kitchen, as long as this does not affect the staff ratio.
- The Pre-School mobile phone number may be given to family members or children's schools as an emergency contact number.
- During outings staff will have access to the Pre-School mobile phone. The preschool mobile phone camera will only be used by staff and no children's faces will be included. Pictures will only be for use on our social media pages.
- If a pre-school mobile phone is not available for outings, staff may take their own mobile phone which must not be used to take any photographs, and the number will be recorded.
- Personal Mobile numbers of staff members should not be given to any parent of the setting unless they had friendships prior to their child starting at the preschool.
- The use of apple watches/smart watches, fit bits etc, are not permitted. Staff wearing smart watches will be asked to remove them and leave them with their personal mobile phones in the mobile phone box.

Visitors and Parent Helpers will be made aware when signing in that their mobile phones should remain in their bags or kept with the staff phones for the duration of the visit/session. If they need to make a call, they will be required to go in the equipment cupboard, kitchen or outside the setting. This also includes smart watches/apple watches fit bits etc.

Pre-School Cameras

- The Pre-School uses a camera on staff tablets in the setting to record children's activities.
- Parents/carers are requested to sign relevant documentation when their child commences pre-school, giving authorisation for the setting to photograph their child. If they prefer not to give us their permission, we will respect their wishes.

Cameras for Children's Use

- Cameras are available in the setting for children to take photos, however, these are not uploaded unless used as evidence for an observation, in which case the procedures for observation photos will be followed.
- Cameras for children's use are not taken out of the setting.
- The children's cameras have no internet access.

Tablets for Children's Use

- Children are able to use tablets within the setting. These will be supervised by staff, as per the **Staffing Policy**. All tablets are loaded with age appropriate programs and apps.

Tablets for Staff Use

- **(Please refer to Staffing Policy)**

Tablets being taken home

- Staff can take their preschool tablet home to complete observations and reports in their own time.
- Tablets must be password protected and staff must sign the tablet out on the signing out sheet, and then sign it back in on return.
- Tablets must be returned to the setting when the staff member is next in the setting.
- The tablets must only be used to access tapestry online or use the tapestry app. Staff must not access the internet or use the tablet for personal use.
- Staff must log out of tapestry and log off the tablet as soon as they have finished their work.
- Staff must make every possible effort to ensure the tablet is taken straight to their home upon leaving the setting. The staff member must take all possible steps to ensure the tablet is not left unattended at any time, or in an unsecure location.
- Staff must sign the tapestry home agreement prior to taking the tablets out of the setting.
- All children's photographs must be deleted from the gallery after they have been uploaded onto tapestry.

Email

Emails sent from the Pre-school email accounts or on pre-school laptops must not contain anything that might bring the Pre-School, its staff or members into disrepute.

Emails must not contain any offensive, abusive, defamatory, sexist or racist statements or material.

- Staff must not use email to engage in any illegal activity such as receiving / distributing pornographic material.
- Staff are reminded that deliberate distribution of computer viruses is an offence under the Computer Misuse Act. Computer viruses can be spread by attaching infected documents to email messages. If users are in any doubt about files or documents they should not be opened.
- Staff must not access another member of staff's pre-school email account unless specifically authorised to do so.
- No personal purchases of goods and services should be made using the Pre-School email address.
- Staff must not initiate chain emails using the Pre-School email.

Internet

Staff should only use the internet for work related purposes whilst on the premises, unless they are on their lunch break.

Staff have a Technology Device Agreement in place and should follow this.

Website

Pollyanna Pre-school has a public website (www.pollyannapreschool.org.uk). Any information about the Pre-School and its services, which is to be published on the Internet, must be published here or on the Pre-School Facebook page.

Names of children will not be published anywhere apart from Tapestry.

Any materials uploaded to the Internet must not contain anything that could bring the Pre-School, its members or staff into disrepute.

Social networking sites/Blogs/Vlogs

Pollyanna expect staff to adhere to the following:

- Staff should conduct themselves in a way that is appropriate on their social networking profiles.
- Staff should not be friends with parents of the preschool children on any social media platforms unless they had friendships with them before their child started at the setting, all requests from parents should be declined.

- Staff should not share or post anything that could be considered politically or racially motivated.
- Staff must not make any comments about the setting, children or colleagues that are negative or could be construed as negative.
- Staff must not post photographs of themselves in their staff uniform.

Cyber bullying

We are committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. We provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs, vlogs or in chat rooms. Personal blogs/vlogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Failure to follow the above could result in disciplinary action being taken.

Learning Journals - Tapestry

Pollyanna Pre-School ensures that all children attending the setting have a personal Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

Procedures

- Each child will have a Key Worker allocated to them who will be responsible for the compilation of that child's Learning Journal.
- Tapestry allows staff and parents to access the information from any device via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.
- New observational entries to a child's Learning Journal will usually be uploaded within two weeks of the observation being made.
- In all written observations, other children are not referred to by name.
- Tapestry is not used as a general communication tool between Pre-School and home. A child's learning Journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Observations and updates to the Journal may not occur every day that the child attends the setting.
- Parents should contact the Pre-School through the usual channels for any other day-to-day matters, e.g., absence, lost property, etc.

Security

- The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. The 'https' prefix in the website address denotes that it is a 'secure' site.
- Photos and videos taken for observations on the tablets are deleted as soon as the observation is uploaded.

- Access to information stored on Tapestry can only be gained by unique user I.D. and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journals.
- Once a child leaves Pollyanna Pre-School a link to the child's Learning Journal will be sent to their parent. The Learning Journal can then be downloaded by the parent. The child will then be made inactive. At the end of the following academic year, the child will be irreversibly deleted.
- Parent access to Tapestry will be limited to downloading the child's Learning Journal, once a child has been made inactive.
- The child will only be reinstated if the child returns to the setting.
- At the end of each academic year, all Learning Journals will be sent to parents for them to download. The preschool will not hold these journals.
- If a member of staff leaves Pollyanna Pre-School, their access to Tapestry will be revoked immediately, and they will be permanently deleted after 90 days.
- Parents must NOT upload any media from Tapestry onto social media sites.

Monitoring

Pollyanna reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes data, email and voice mail boxes, and other employer provided electronic storage systems. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any employee communication in these systems. This process is in place to maintain the integrity of Pollyanna's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

Review and Approval

This policy was adopted on: _____

Signed by Management Committee: _____


Print Name: Carl Sautereau

Date of Renewal: September 2024