Little Cherries

Information Communication Technology Policy (ICT)

ICT in the Early Years Foundation Stage

ICT is an integral part of the topic work covered during the year. We relate the ICT aspects of the children's work to the objectives set out in the Early Years Foundation Stage (EYFS) which underpin the curriculum planning for children aged birth to five. The children have the opportunity to use the computers, a tablet, interactive whiteboard and a floor robot. The use of ICT is further promoted through role play.

Little Cherries provides laptops and tablets for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the camera and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the Data Protection Act 1998
- Cameras and recording equipment should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- For more information, please refer to our Online Safety (inc. mobile phones and cameras) policy.

Participants in social networking sites

Little Cherries recognises that some employees may use the Internet for personal purposes and may participate in social networking sites. Employees must ensure they do not breach the law or disclose any confidential information about the setting, children or families. This policy outlines the setting's approach to social networking. It details the ground rules for employees, who should ensure that the content of their blogs/social networking sites does not bring the setting into disrepute or breach their obligations under the setting's Code of Conduct.

This policy applies to all setting employees, volunteers and students.

For your own protection we advise that you:

- Ensure that all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with our Online Safety Policy.

- Do not talk about your professional role in any capacity when using social media such as Facebook and/or YouTube.

- Do not put online any text, images, sound or video that could upset or offend any member of the whole community or be incompatible with your professional role.

- Do not give out your own personal details, such as mobile phone number, personal e-mail addresses or social network details to children, parents or carers.

- Only take images of children and/or staff for professional purposes, in accordance with the setting policy and with the knowledge of the manager.

- Ensure that your online activity, both in the setting and outside, will not bring your organisation or professional role into disrepute.

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Where possible use Little Cherries systems and resources for all professional business. This includes our work email address, work mobile phone and work tablet.

- You have a duty to report any eSafety incident which may impact on you, your professionalism or your setting.

- Do not disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act.

Remember that anything posted online could end up in the public domain to be read by children, parents or even future employers – who you post it to. For example, posting explicit pictures of yourself could damage your reputation and that of your profession and organisation. Parents may question your suitability to care for children.

Employees must not access personal blogs/social networking sites or personal e-mail accounts on work premises or use the setting's Internet systems or email address for their own use, without prior agreement or in accordance with the setting's policy. Communication with children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

Staff should not:

- Send social networking site 'friend requests' to, or accept them from, children, young people or parents who use the setting.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.

Interactive Whiteboard

When using the interactive whiteboard staff are required to check and trial the resources, (e.g. websites to show an image related to the topic) prior to children being present to avoid children being subjected to any inappropriate data.

Storage of information, images and equipment

Images taken on the digital camera or tablet are to be downloaded and stored within Dropbox at Little Cherries. Once uploaded to the Tapestry online learning journal, images are deleted from Dropbox if children are leaving the setting at the end of the academic year.

When staff complete summative reports and need information on children, they should use a password encrypted memory stick.

The hardware devices, with the exception of the computer hard drive, are at all times, to be stored in a locked cabinet in the office when not in use. The office has an additional lock to the door which is locked overnight.

It is recommended that only wires supplied by Little Cherries for the individual device are to be used for charging the device.

If staff wish to use the equipment provided by Little Cherries off site, they must:

- Obtain approval from the manager

- Still use the device in accordance with the ICT policy

- Only be used by employees/committee members.

Passwords

Passwords are not to be disclosed by any member of staff. They are to be kept out of sight in a safe secure place. It is suggested that passwords are regularly changed and are not formed by using obvious or easily guessable names. It is recommended that they contain at least six characters, upper and lower cases, and at least one number or special character.

Downloads/apps/new software

We ask that the manager is consulted prior to staff purchasing a new app or downloaded software which incurs a cost. It is advised that only software downloaded from reputable sites is used to minimise the risk of viruses.

Tapestry Online Learning Journal

Little Cherries ensures that all children attending the setting have a personal 'Learning Journey' which records photos, observations and comments in line with the Early Years Foundation Stage. This is 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 keyworker allocated to them who will be responsible for the compilation of that child's Learning Journey.

- Little Cherries uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer 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 log-ins do not have the necessary permission to edit existing material. Data inputted by parent log-ins must be authorised by Little Cherries staff before it appears on the learning journal.

- Observations input into the Tapestry system are moderated by senior members of staff before being added to the child's Learning Journey.

- Parents logging into the system are only able to see their own child's Learning Journey.

- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.

- The Learning Journey is started once the child has begun Little Cherries. During the first term, entries will be made more frequently as staff get to know the children.

- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.

- In all written observations, other children are referred to as 'C1', 'C2', etc – and not by name.

- We will try wherever possible to allocate 'Tapestry time' per week to each member of staff to enable them to upload photos and observations. Any overflow will have to be completed in staff's own time.

- Tapestry is not used as a general communication tool between Little Cherries and home. A child's learning journey 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.

- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

- The Tapestry Learning journey system is hosted on secure dedicated servers based in the UK.

- Access to information stored on Tapestry can only be gained by unique user ID and password.

- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Image Consent Form

The tapestry image consent form is to be completed by all parents/carers, a copy taken and stored within the child's personal file alongside the image consent file as part of Tapestry.

This policy was adopted at a meeting of Little Cherries

Held on: 27th March 2017

Date to be reviewed: March 2018

Signed on behalf of the Management Committee

Chair Person: Jennie Peacock