First Steps Pre-School
The Well Christian Centre
Swaffham Road
Ashill
Thetford
IP25 7BT

Online Safety – Acceptable Use Policy

Aims

The Acceptable Use Policy (AUP) will aim to:

- Safeguard children by promoting appropriate and acceptable use of information and communication technology (ICT)
- Outline the roles and responsibilities of all individuals who have access to and/are users of, work related ICT systems.
- Ensure all ICT users have an awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

The AUP will apply to all individuals who have access to and/or users of work-related ICT systems. This will include children, parents and carers, early years practitioners and their managers, volunteers, students, Management Team and visitors.

Parents and carers will be informed of any incidents of inappropriate use of ICT that take place on-site and, where relevant, off-site.

Roles and responsibilities

The registered person has overall responsibility for ensuring that online safety is an integral part of everyday safeguarding practice. This will include ensuring that:

- Staff and their managers receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- Clear and rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who come into contact with the setting. Such policies and procedures should include the personal use of work-related resources.
- The AUP is implemented, monitored and reviewed regularly and any updates are shared with relevant individuals at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations of misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies where applicable.
- Effective online safeguarding support systems are in place eg. filtering controls, secure networks and virus protection.

Designated Safeguarding Lead (DSL) – Louise Mawditt
Designated Safeguarding Lead (DSL) – Lucy Vallerine

The DSL are responsible for ensuring:

- Agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users.
- The importance of online safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirements of early years practitioners are monitored and additional training needs identified and provided for.
- An appropriate level of authorisation is given to ICT users. Not all levels of authorisation will be the same – this will depend on, the position, work role and experience of the individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.

- Any concerns and incidents are reported in a timely manner in line with agreed procedures.
- A safe ICT learning environment is promoted and maintained.

Staff/Volunteers will ensure:

- The timely reporting of concerns in relation to alleged misuse or known incidents.
- ICT equipment is checked before use and all relevant security systems judged to be operational.
- Awareness is raised of any new or potential issues, and any risks which could be encountered as a result.
- Children are supported and protected in their use of online technologies – enabling them to use ICT in a safe and responsible manner.
- Online safety information is presented to children as appropriate for their age and stage of development.
- All relevant policies and procedures are adhered to at all times and training undertaken as required.

Parents and Carers

- Parents and carers are encouraged to read all policies including Safeguarding, Privacy Notice and Acceptable Use Policy.
- Parents and carers are made aware of online safety through the Home Visit.
- Should parents and carers wish to use personal technologies, (such as cameras) within the setting, practice must be in line with the setting's policies.

Acceptable use by staff, volunteers and managers

Staff, their managers and volunteers should be able to use work based online technologies:

- To access age appropriate resources for children
- For research and information purposes
- For study support.

All staff and volunteers will be subject to authorised use as agreed by the DSL. All staff, volunteers and certain members of the Management Team should be provided with a copy of the Acceptable Use Policy which they must sign off. Authorised users should have their own individual password to access a filtered internet service provider. Users are not generally permitted to disclose their password to others, unless required to do so by law or where requested to do so by the DSL. All computers and related equipment that can access personal data should be locked when unattended to prevent unauthorised access. The use of personal technologies is subject to the authorisation of the DSL.

In the event of misuse

In the event of an allegation of misuse by a member of staff, volunteer or Management Team member, a report should be made to the DSL immediately. Should the allegation be made against the DSL, a report should be made to The Nominated Individual. Procedures should be followed in line with the Safeguarding Policy. Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Office, Ofsted and/or the Police should be notified as applicable.

In the event that a child accidentally accesses inappropriate material, it must be reported to an adult immediately, who should then report it to the DSL. Appropriate action should be taken to hide or minimise the window. The computer should not be switched off, not the page closed, in order to allow investigations to take place. The child's parents/carers should be informed as soon as possible.

Acceptable use by visitors

All guidelines in respect of acceptable use of technologies must be adhered to by any visitors. Please see the following policies for further information:

- Social Media and Technology Policy
- Privacy Notice
- Staff Behaviour Policy
- Safeguarding Policy