Mission Statement

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

Aim

The Acceptable Use Policy (AUP) aims to:

• safeguard children by promoting appropriate and acceptable use of information and communication technology (ICT).

• outline the roles and responsibilities of all individuals who are to have access to and/or be users of work-related ICT systems.

• ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

Scope

The AUP will apply to all individuals who are to have access to and/or be users of work-related ICT systems. This will include children, parents and carers, practitioners, volunteers, students, committee members, visitors, contractors and community users. This list is not exhaustive.

Parents and carers, and where applicable other agencies, will be informed of any incidents of inappropriate use of ICT that takes place on-site, and, where known, off-site.

Roles and responsibilities

Registered person (Management Committee)

The registered person is to have overall responsibility for ensuring online safety is an integral part of everyday safeguarding practice.

This will include ensuring:

• practitioners 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 affect or come into contact with the setting. Such policies and procedures are to include the personal use of work-related resources.

• the AUP is to be implemented, monitored and reviewed regularly, ensuring all updates are shared with relevant individuals at the earliest opportunity.

• monitoring procedures are to be 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, for example, filtering controls, secure networks and virus protection.

Senior Designated Person for Safeguarding (SDPS) (Barbara Draper)
The Senior Designated Person for Safeguarding (SDPS) must be a senior member of the nursery team who is to have relevant, current and practical knowledge and understanding of safeguarding, child protection and online safety. Access to an individual holding this role is to be available at all times. In the absence of the SDPS the designated deputy will be **Michelle Wood**.

The Senior Designated Person for Safeguarding will be 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 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, for example, 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 to be reported in a timely manner in line with agreed procedures.
• the learning and development plans of children will address online safety.
• a safe ICT learning environment is promoted and maintained.

Early years practitioners.
Early years practitioners will ensure:
• the timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
• ICT equipment is checked before use and all relevant security systems judged to be operational.
• awareness will be 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.
• children know how to recognise and report a concern.
• all relevant policies and procedures are adhered to at all times, with training as required.

Children
The children are encouraged to:
• be active, independent and responsible learners.
• abide by the Acceptable Use Agreement as approved by peers, practitioners and parents and carers.
• tell a familiar adult about any access of inappropriate content. Material that makes them feel uncomfortable or contact made with someone they do not know, is to be reported straight away without fear of reprimand (age and activity dependent).

Parents and carers
Parents and carers are asked to sign an Acceptable Use Agreement therefore sharing responsibility for their actions and behaviours. This will ensure a consistent message is communicated to all.

A copy of an Acceptable Use Policy is available to parents and carers on the nursery website. The policy is reviewed on an annual basis.

Parents and carers are required to sign the Online Safety Agreement and Professional Conduct Agreement if they are to undertake any voluntary work within the setting and/or participate on associated trips or visits.

Further agreement is sought if parents and carers are to be given remote access to ICT systems, such as a learning environment.

Acceptable use by practitioners.

Practitioners should be enabled to use work-based online technologies:

• to access age appropriate resources for children;
• for research and information purposes;
• to support learning.

All practitioners will be subject to authorised use as agreed by the Senior Designated Person for Safeguarding (SDPS).

Authorised users will 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 Senior Designated Person for Safeguarding. All computers and related equipment are to be locked when unattended to prevent unauthorised access.

All practitioners are to be provided with a copy of the Acceptable Use Policy and Professional Conduct Agreement, which they must sign, date and return. The signed copy will be kept on file.

The use of personal technologies will be subject to the authorisation of the Senior Designated Person for Safeguarding, and such use will be open to scrutiny, monitoring and review.

In the event of misuse by practitioners

Should it be alleged that a practitioner has misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the Senior Designated Person for Safeguarding and the registered person immediately.

Should the allegation be made against the Senior Designated Person for Safeguarding, a report is to be made to the Management Committee.

Procedures are to be followed as appropriate, in line with the ICT Misuse Procedure, Safeguarding Policy and/or Disciplinary Procedures.

Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

Acceptable use by children

Acceptable Use Agreements are used to inform children of the appropriate behaviour expected to ensure online safety. Children will also be informed of any behaviour that will be deemed unacceptable.

In the event of misuse by children.

Should a child or young person be found to inappropriately misuse ICT the following sanctions will be applied:

In the event that a child should accidentally access inappropriate material, it must be reported to an adult immediately. Appropriate action is to be taken to hide or minimise the window. The computer will not be switched off nor will the page be closed, as it may be necessary to refer to the site during investigations to allow effective filters to be put in place to prevent further inadvertent access.

Acceptable use by parents and carers

Partnership working with parents and carers should be considered essential practice for promoting an agreed and consistent message which will define acceptable and unacceptable behaviours.

Parents and carers will therefore be asked to sign the Online safety statement in order to promote this shared message.

Parents and carers are to be encouraged to contribute to the Acceptable Use Agreement and should be advised to use it should their child access similar technologies at home.

Parents or carers are not authorised to use personal technologies, such as cameras within the setting environment.

Acceptable use by visitors, contractors and others

All individuals who affect or come into contact with the setting are to be expected to behave in an appropriate and respectful manner. No such individual will be permitted to have unsupervised contact with the children.

All guidelines in respect of acceptable use of technologies must be adhered to. The right to ask any individual to leave at any time is to be reserved.

Designated person responsible: B. Draper

Date:

Date of policy review: Spring 2025