ACCEPTABLE USE OF TECHNOLOGY POLICY – CHEVENING SCHOOL NURSERY

This policy will reference the Early Years Foundation Stage
This Policy should be read in conjunction with the setting's Whistle Blowing Policy which is detailed in the staff handbook and on the safeguarding board.

Aim
The Acceptable Use of Technology Policy (AUP) will aim to:
• Safeguard children and young people 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.
(Children do not have access to the internet at the setting at the present time because we do not have internet access).

Scope
The AUP will apply to all individuals who have access to and/or are users of work-related ICT systems. This will include children and young people, parents and carers, early years practitioners and their managers, 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 take place on-site, and, where relevant, off-site.

Roles and Responsibilities

Registered Person
The Designated Safeguarding Lead has overall responsibility for ensuring that online safety is an integral part of everyday safeguarding practice. The DSL is Suzanne Lingard. The Deputy DSL is Sarah Thornton.

This will include ensuring that:
• Early years 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 come into contact with the early years setting. Such policies and procedures should include the personal use or work-related resources.
• The AUP is implemented, monitored and reviewed regularly, and that all updates are shared with relevant individuals at the earliest opportunity.
• Monitoring procedures are open and transparent.
• Allegations or misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies where applicable.
• Effective on-line safeguarding support systems are put in place, for example filtering controls, secure networks and virus protection.
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Designated Lead and Deputy for Safeguarding (DSL)

The Designated Lead and the deputy for Safeguarding must be a member from the management team who has relevant, current and practical knowledge and understanding of safeguarding, child protection and online safety. Access to an individual holding this role should be available at all times, including where necessary the use of a designated deputy.

The DSL 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 on-line safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirements of early years practitioners and their managers 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.

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 is raised of any new or potential issues and any risks which could be encountered as a result.
- Children and young people are supported and protected in their use of online technologies – enabling then to use ICT in a safe and responsible manner.
- Online safety information is presented to children and young people as appropriate for their age and stage of development.
- Children and young people know how to recognise and report a concern.
- All relevant policies and procedures are adhered to at all times and training undertaken as required.

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Children and Young People

Children and young people should be encouraged to:

- Be active, independent and responsible learners, who contributed as appropriate to policy and review.
- Abide by the Acceptable Use Agreement.
- Report any concerns to a trusted adult.

Parents and Carers

Parents and Carers should sign Acceptable Use Agreements and to share responsibility for their actions and behaviours.

A copy of our Acceptable Use Agreement will be provided to parents and carers on registration of their child at our setting. This will be reviewed regularly. It is an expectation that parents and carers will explain and discuss the Acceptable Use Agreement with their child to ensure that it is understood and agreed. Parents and carers to sign the Acceptable Use Agreement as part of their registration pack. Records of all signed agreements should be kept on file.

Should parents or carers wish to use personal technologies (such as camera's, mobile phones) within the setting environment, practice must be in line with the setting's policies.

Acceptable Use by Early Years Practitioners and Volunteers

Early Years Practitioners and volunteers should be enabled to use work based on-line technologies:
- To access age appropriate resources for children and young people.
- For research and information purposes.
- For study support.

All early year's practitioners, their managers and volunteers will be subject to authorised use as agreed by the DSL for Safeguarding.

All early year's practitioners, their managers and volunteers should read the Acceptable Use Agreement, which they must sign, date and return. A signed copy should be kept on file.

The use of personal technologies is subject to the authorisation of the DSL, and such use should be open to scrutiny, monitoring and review.

In the Event of misuse by Early Years Practitioners or Volunteers

In the event of an allegation of misuse by Early Years practitioner or volunteer, a report should be made to the DSL and /or the management committee immediately, as relevant. Should the allegation be made against the DSL, a report should be made to the chair of the management committee. Procedures should be followed as appropriated, in line with the Safeguarding Policy and/or Disciplinary Procedures. Should allegations related to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer (Front Door), Ofsted and/or the Police should be notified as applicable.

Acceptable Use by Children

Acceptable Use Agreements are used to inform children of behaviours which are appropriate and others which are deemed unacceptable at a level of their understanding. This will allow children to take some degree of responsibility for their own actions, understanding the risks and likely sanctions..

Acceptable Use by Visitors, Contractors and Others
All guidelines in respect of acceptable use of technologies must be adhered to by any visitors or contractors.

Links to Other Policies
Safeguarding Policy
The Safeguarding Policy should be referred to when dealing with any incidents that occur as a result of the intentional or unintentional misuse of ICT. Any allegations of abuse or other unlawful activity should be reported immediately to the DSL who will ensure procedures outlined in the Safeguarding Policy are followed with immediate effect.

Other Online Policies
The Acceptable Use Policy should be clearly linked to:
- Safeguarding Policy
- Image Use Policy
- Mobile & Smart Technology Policy

September 2026