USWORTH COLLIERY NURSERY SCHOOL
Nursery Education and Wrap around School Childcare
<u>Telephones Policy</u>

INTRODUCTION
This policy is intended for the safety of children in our care and to protect the staff and trainees engaged with the children from unfounded allegations.
Any breaches will be taken extremely seriously and could result in disciplinary action for misconduct. It should be read in conjunction with the photograph and Images policy.
All new members of staff will receive induction training which includes safe use of the internet and all trainees and works experience students are clearly instructed on our policies. We use training and guidance from the Local Safeguarding Children's Board (SSCB) and Child Exploitation and On-Line Protection (CEOP) for staff training and when developing policies and procedures.

Telephone use
Usworth Colliery Nursery School provides its employees with access to the telephone for work-related purposes. We also provide access to "old style" mobile phones without cameras or internet access for emergency evacuations and off-site activities.

All staff, trainees and students can provide the main nursery (office) number for emergency contact situations e.g. to family members, schools or childcare providers.

All personal mobile phones must be placed in employee's locker, on staff room shelves or in the main office and access will only be allowed at break times, away from the children. Usworth Colliery Nursery School does not accept responsibility for any valuables brought on to nursery premises.

Should a staff member, in exceptional circumstances, need their mobile phone to be available for a call, it will be agreed by the senior staff of the day and left in the office, where the individual can take the call should the need arise.

Any staff member found with their mobile phone about their person, whilst engaged in work with children, during working hours, both on site and off-site, can be expected to be challenged by any parent or colleague and this may lead to disciplinary action.

If there is an urgent personal call that you need to make, then, with the permission of the senior staff member present, you are able to use the office telephone or use your personal mobile in the office or staff room, away from children, provided that this does not interfere with your work, nor take up an unreasonable amount of time.

USWORTH COLLIERY NURSERY SCHOOL
Nursery Education and Wrap around School Childcare
Ipads policy

Use of ipads to create images for floorbooks

All key persons in school use photo images of group activities to create weekly pages fro group floorbooks.
Staff have permission to take a range of photographs during the activities and to download these to a safe place when creating Publisher documents of their weekly record of the 'Learning Story'.

Staff should adhere to the following practice at all times:-

Safe storage and use of ipads for floorbook images

1. Use personal ipad only for taking photographs signing I with personal PIN.
2. Do not share or allow other staff memebrs to access the ipad.
3. Hand in ipds each day as you leave the building and collect each day using a signing out / in procedure.
4. All ipads will be stored safely within the offcie in the locked cabinet and staff may not collect or retrive them for other colleagues.
5. Ipads should not leave the building at any time.

Safe use of photographs

1. Each week / fortnight staff memebrs will update their floorbook records.
2. Staff need to follow the guidelines for the number of images.
3. Images need to be downloaded to one recipient email account only, which is the dedicated school account.
4. Images can be uploaded from this account to the floorbook page.
5. Once the page is printed the images must be deleted from the email and from the device.
6. Designated persons can access the ipads or email account at any time.
7. Staff must adhere to this safe use of the internet and photos and disciplinary prcedure may follow if the procedure is breached.

USWORTH COLLIERY NURSERY SCHOOL
Nursery Education and Wrap around School Childcare
Safe Internet Use Policy

Internet Use in School
The purpose of Internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's facilities and ability to serve the needs of pupils, staff and their community.

Access to the Internet is a necessary tool for staff and an entitlement for pupils. It should be noted that misuse of a computer system will be dealt with through the school's disciplinary procedures and may result in the withdrawal of this facility in respect of the individual concerned.

The benefits to the school of internet use.
Benefits to the school of Internet use include:-
- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives
- Information and cultural exchanges between students world-wide;
- Easier and better access to news and current events;
- Access to experts in many fields for pupils and staff;
- Staff professional development - access to educational materials and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Exchange of curriculum and administration data with the LA

Safe and controlled access to the Internet.
The school uses a 'Filtered Internet Service' that stops as much of the unsuitable material as possible, entering the school system or being displayed on a computer being used by pupils. It is virtually impossible to guarantee the removal of all such materials.

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The Internet is a new communications medium and is freely available to any person wishing to send e-mail or publish a Web site. Staff will ensure that access is appropriate through selection of approved websites.

When will access to the Internet be allowed?
The school will allocate access to the Internet on the basis of educational need.

We will gain parental agreement to allow the children Internet Access (see letter in Appendix A).

In our Nursery, access to the Internet will be by teacher or adult demonstration.
Pupils will access teacher-prepared materials, rather than the open Internet;
Parents will be informed that pupils will be provided with supervised Internet access where it is important to their education and will be asked to signify if they are unhappy about their child's work appearing on the Internet;

Protection of school system and user's files.

The Internet is a new connection to the outside world that could compromise system performance or threaten security.

Virus protection will be installed and updated regularly;

- The Business Manager will ensure that the system has the capacity to take increased traffic caused by Internet use;
- The security of the whole system will be reviewed with regard to threats to security from Internet access;
- Security strategies will be discussed with the LA, ISP and other appropriate agencies;
- All Internet traffic will be virus scanned automatically on receipt from the ISP.

Use of the Internet in the classroom.

Teachers and pupils need to learn how best to use this new tool for teaching and learning. Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum;

- Pupils will be given clear objectives for Internet use;
- Teachers will be provided with lists of relevant and suitable Web sites;
- Pupils using the Internet will be supervised appropriately;
- Internet access will be purchased from a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of pupils;
- The school will work with the LA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

Complaints procedure.

Prompt action will be required if a complaint is made. The facts of the case will need to be established. The school's governing body complaints procedure will be used as appropriate. Sanctions for irresponsible use must be linked to the school's disciplinary procedures.

Communications with users and parents.

It is very important that staff feel prepared for Internet use and agree with the school Internet Policy. Staff should be given opportunities to discuss the issues and develop good teaching strategies. It would be most unfair if staff, particularly supply staff, were asked to take charge of an Internet activity without training. Reassurance and discussion may be required.

All staff including teachers, supply staff, classroom assistants and support staff, will be involved in the development and review of the Internet Access Policy;

Parents' attention will be drawn to the Policy through appropriate channels in newsletters, the school brochure, induction meetings etc.

POLICY REVIEWED   September 2021
POLICY RATIFIED   October 2021
POLICY REVIEW DATE   Autumn 2022

Appendix A Letter to parents for inclusion in parent/care's packs

Usworth Colliery
Nursery School
Manor Road
Washington
Tyne and Wear
NE37 3BL

USWORTH COLLIERY NURSERY SCHOOL

DATE

Responsible Use of the Internet

Dear Parents,

As part of our enriched Information and Communication Technology curriculum, we are providing supervised access to the Internet.

There are concerns about pupils having access to undesirable materials, therefore we are taking positive steps to deal with that possibility.

We have purchased our Internet access from an educational supplier that operates a filtering system that restricts access to inappropriate materials.

All our computers / devices or tablets with Internet Access can be seen by a member of staff at all times and access will be supervised at all times.

Should you wish to discuss any aspect of Internet use, please telephone me to arrange an appointment.

Yours sincerely,

Headteacher