

Chudleigh Pre-School ICT Policy

Introduction

This policy addresses all use of Information and Communication Technology (ICT), encompassing where and how it is used and where responsibilities lie for its appropriate and acceptable use. The policy is divided into five sub-policies:

- Acceptable Use of ICT
- Misuse of ICT
- Use of the Internet
- Mobile Technology Policy
- Camera and Image Policy

These policies are all inter-related and should be viewed as one, holistic approach to the management of ICT within the Pre-School community.

Code of conduct

A code of conduct is to be promoted with the aim of creating an informed workforce, who will work together to safeguard and promote positive outcomes for the children in their care.

It is to be ensured that Pre-School staff will:

- be aware of the need to protect children from harm.
- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- be vigilant and alert to potential warning signs of misuse.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- be responsible for the self-moderation of their own behaviours.
- be aware of the importance of reporting concerns immediately (see Whistle blowing policy).