



ICT Policy

Lympstone Preschool views the safety of the children in our care as paramount. The following policy outlines the procedures we use regarding the internet, mobile phones, tablets, cameras, social media and Learning Journals.

Online safety is recognised as part of the setting's safeguarding responsibilities. Our designated Safeguarding Lead (DSL) will take lead responsibility for online safety concerns. Any online safety concerns will be reported to the DSL, recorded and actioned following our safeguarding policy.

Procedures

- Only ICT equipment (2x iPad) belonging to the Preschool is permitted to be used on the floor where children are present.
- All office computers have virus protection installed.
- Internet Safety settings are set to ensure that inappropriate material cannot be accessed.
- Staff have CPD training GDPR.
- Staff have a good understanding of online safety and complete safeguarding training.
- All ICT equipment owned by the Preschool will be password protected.
- All GDPR guidelines will be always adhere to. (More information can be found in our GDPR policy)

Internet and Tablet/iPad use

Adults/staff on premises will only have access to appropriate internet sites which will be monitored by management. Any access to the computers/internet will be in line with data protection/safeguarding guidelines and no staff/visitors will have access to personal internet/camera devices unless in a staff break area/off site. Only preschool devices which are password protected may be used for photographing/videoing children and will be stored securely in line with GDPR guidelines.

iPad access – Children

Children do not normally have access to the internet and never have unsupervised access. If staff access the internet with children for the purposes of promoting their learning, they will ensure that only age-appropriate material will be accessed.

iPad access - Staff

Staff having access to the Preschool tablets within the setting will follow the following guidelines -

- Staff only will have access to Learning Journals on the tablets whilst in the Preschool, to take photos and record observations of the children.
- Internet access for non-appropriate workplace content will result in a formal warning or dismissal dependant the severity.
- Tablets owned by the Preschool will not be permitted to leave the Preschool with staff unless on an outing/excursion.
- Staff have individual log in to learning journals and must only upload on their own account. When staff leave the setting, their accounts will be deleted to prevent any further access.

Website

Lympstone Preschool has a public website (www.lympstonepreschool.co.uk). Any information about the Pre-School and its services, which is to be published on the Internet, must be published here and/or on the Preschool Facebook page.

Social networking sites/Blogs/Vlogs

Any materials uploaded to the Internet must not contain anything that could bring the Preschool, its members, staff, or committee into disrepute. Should any occasion arise, that may form a complaint, staff, parents and the public are to follow the guidelines stated in the complaints policy or whistleblowing policy.

Staff are expected to adhere to the following:

- Staff should conduct themselves in a way that is appropriate on their social networking profiles.
- Staff should not be friends with parents of the preschool children on any social media platforms unless they had friendships with them before their child started at the setting, all requests from parents should be declined.
- Staff should not share or post anything that could be considered politically or racially motivated.
- Staff must not make any comments about the setting, children or colleagues that are negative or could be construed as negative.
- Staff are requested to have their social media accounts set to private.

Cyber bullying

We are committed to ensuring that all our employees are treated with dignity and respect at work.

Bullying and harassment of any kind will not be tolerated in the workplace. We provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs, vlogs or in chat rooms. Personal blogs/vlogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Failure to follow the above could result in disciplinary action being taken against staff.

If a Parent/carer is found to be involved in any kind of cyber bullying of a Lympstone Preschool's staff or Committee we reserve the right to revoke their child's place within the Preschool.

Mobile Phones and smart watches

Mobile phones and smart watch devices – Children

Children are not to bring mobile phones, smart watches, or other ICT devices with them to the setting. If a child is found to be in possession of any such equipment this is removed and stored in the Preschool office until the parent/carer collects them at the end of the session.

Mobile phones and smart watch devices – staff and visitors

Personal mobile phones are not used by our staff/volunteers on the premises during working hours. They will be stored in staff trays or in their bags, which remain in the office.

Smart watches may be worn in setting but must remain on airplane mode while in the session. No smart watch with recording or camera access will be permitted to be worn in setting regardless of if on airplane mode.

In an emergency, personal mobile phones may be used in the Preschool office or staff kitchen where there are no children present, prior permission from the manager will be asked and staff ratio: children will always be adhered to.

Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.

Whilst on breaks, staff will have access to their own devices and open content for social media updates and website searches. Personal mobile phones and devices will not be used in any areas other than the kitchen and office. Personal sites e.g. Facebook will not be accessed through the settings tablets or computers.

The Preschool have a mobile phone that will be taken during trips and excursions. In the unlikely event the preschool mobile phone is not available, the designated lead staff member will be given permission to take their personal phone off site with them in case of emergency. This/these mobiles will only be permitted for use as an emergency telephone and will not be used for any personal internet or photography use for the duration of the trip.

Parents and visitors signing into the Preschool are requested to leave their mobile phones in the office whilst on the premises. Should they need to access their mobile while on site, a senior member of management will remain with them and will ensure no children are present.

Learning Journals

All children attending the setting will have a personal Learning Journal account which records photos, videos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

Learning journals will be used to communicate important information regarding the Preschool as well as the weekly round ups.

Permission to register parents and children on Learning Journals will be gained on the registration consent forms. When a child leaves setting, parents will have 7 days to download their child's account information before it is deactivated, after this date parents will need to contact the Preschool office to request a download. This will need to be done within 90 days.

Procedures

- Each child will have a Key Worker allocated to them who will be responsible for the compilation of that child's Learning Journal.
- Staff and parents will have individual log in details that are password protected.
- Prior consent via registration forms is gained, giving permission for their child's account to be sent up and parents agree not to share any images on Learning journal on any social media platforms.
- Staff access allows input of new observations and photos or amendment of existing observations and photos. Incident/accident recording, and access to each child's care plan
- Parent access allows for only their child; they will be able to input home learning observations and photos/videos or the addition of comments on existing observations and photos. Care plans creation and editing and confirmation of accident/incident forms – parent logins do not have the necessary permission to edit existing material.

- Stories will be uploaded as an in the moment observation of the child's day within the Preschool and spotlight observations on a 6 monthly basis detailing the child's development stage using Opal and the EYFS.

Security

Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. The 'https' prefix in the website address denotes that it is a 'secure' site. Privacy, data protection and data retention policies can be found on their website or requested from the Preschool office.

- Photos and videos taken for observations on the tablets are deleted as soon as the observation is uploaded. The Preschool Manager is responsible for ensuring that all photo/videos are wiped from the iPads on a weekly basis regardless of if staff have uploaded to Learning Journals.
- Access to information stored on Learning Journals can only be gained by unique user I.D. and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journals.
- Once a child leaves the setting the child will then be made inactive. At the end of the following academic year, the child will be irreversibly deleted.
- Parent access to Learning Journals will be limited to while the child is attending. No access can be gained once a child has been made inactive. Parents will need to seek permission from the office to receive a downloadable copy of their child's account within 90 days.
- If a member of staff leaves Preschool, their access to their Learning Journals will be revoked immediately, and they will be permanently deleted after 90 days.
- Parents must NOT upload any media from Learning Journals onto social media sites, failure to comply may result in their child's place being revoked

This policy was agreed by Lympstone Preschool Committee

Date 27/08/2025

Last reviewed

Date: 25/02/2026