

Online Safety

Acceptable Use Policy (AUP)

At Grosvenor we take our role in promoting online safety very seriously. It is our responsibility to provide guidance to our children, staff and parents on keeping safe online and to be able to recognise inappropriate behaviour in others. We therefore intend this policy to set out clear guidelines for the acceptable use of information and communication technology (ICT), and identify how such guidelines will be monitored and reviewed.

1. Aims

This Acceptable Use Policy will aim to:

- Safeguard children by promoting appropriate and acceptable use of information and communication technology.
- Outline roles and responsibilities of all individuals who have access to and/are users of work related ICT systems.
- Ensure all ITC users have an awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.

2. Scope

This AUP will apply to all individuals who have access to and/or are users of work-related ICT systems.

This will include children, all staff, students, parents, volunteers, visitors - 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.

3. Roles and Responsibilities

3.1 Registered Person/s (the Headteacher /Day Care Manager)

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

This will include ensuring that:

- All staff and possibly some Governors receive 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 setting. Such policies and procedures should include the personal use of 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 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 controls are put in place, e.g. filtering controls, secure networks and virus protection. (LA does implement most of these)

3.2 Senior Designated Person for Safeguarding (SDPS)

The SDPS must be a member of the senior 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 the use of a designated deputy.

The SDPS will be responsible for ensuring:

- Agreed policies are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users
- The training, learning and developmental 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 will be the same depending on position, work role and the experience of the individual concerned.
- In some instances explicit individual authorisation must be obtained for specific activities were deemed appropriate.
- Any concerns and incidents are reported in a timely manner in line with agreed procedures.
- The learning and development plans of children address on line safety.
- A safe ICT environment is promoted and maintained.

3.3 Early Years Practitioners and their Managers

Early Years Practitioners and their managers 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.
- Children are supported and protected in their use of online technology- enabling them to use ICT in a safe and responsible manner.
- Awareness is raised of any new or potential issues and any risks which could be encountered as a result.

- Online safety information is presented to children as appropriate for the 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 and training undertaken as required.

3.4 Children

Children should be encouraged to:

- Be active, independent and responsible learners.
- Be encouraged to report anything they do not understand to an appropriate adult.

3.5 Parents and Carers

Parents and carers should be encouraged to sign the ' Online Safety Acceptable Use Agreement' when their child starts with us and be responsible for their actions and behaviours.

The AUA will be reviewed regularly

Should parents or carers wish to use personal technology (such as cameras) within the setting this must be in line with the nursery policies.

4. Acceptable use by Staff, Senior Management and Volunteers

All staff, senior management and volunteers should be enabled to use work-based online technology.

This includes:

- The online Children's Learning Journals and staff must sign the procedures agreement in connection with this.
- Access age appropriate resources for children
- Research and information
- Study support

All staff, managers and volunteers will be subject to authorised use as agreed by the Senior Designated Safeguarding Person.

All staff, managers and volunteers should be provided with a copy of the Acceptable Use Agreement, which they should sign and date and return. A copy should be kept on file.

Authorised users should have their own password to access the schools filtered internet service

Users should not disclose their password unless required to do so by law or by the Senior Designated Safeguarding Person

All computers and related equipment that can access personal data should be locked when unattended to prevent unauthorised access.

5. In the event of Misuse by Staff, Senior Management or Volunteers.

5.1 In the event of an allegation of misuse by staff, senior management or volunteers, a report should be made to the Senior Designated Safeguarding Person or the next appropriate relevant person.

Should the complaint be made against the Senior Designated Safeguarding Person, a report should be made to the Chair of the school Governing Body.

Procedures should then be followed in line with ICT misuse procedure and Disciplinary Procedures.

Should allegations relate to abuse or unlawful activity, Children's Social Care, Ofsted and the Police should be notified.

5.2 Misuse by Children

Most of our children are too young to understand the implications of the misuse of technology, however we will ensure that the Acceptable Use rules for children are discussed with them at an appropriate level and with their parents.

Should any misuse by a child occur, depending on the seriousness of the misuse, the parent will be informed and appropriate action taken to ensure this does not re-occur.

5.3 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.

Grosvenor Nursery School and Day Care July 2016

To be reviewed July 2017