



Lavenham Pre-School  
Lavenham Village Hall  
Lavenham  
Sudbury  
Suffolk, CO10 9QT  
01787 249738

[lavenhampreschool@gmail.com](mailto:lavenhampreschool@gmail.com)  
[www.lavenhampreschool.co.uk](http://www.lavenhampreschool.co.uk)

## **Computers and Electronic Communication Devices Policy**

### **Statement of intent**

To ensure no inappropriate use of Computers and electronic communication devices by staff.

### **Procedures**

#### Use of Internet and emails

Lavenham Preschool encourages its employees to use email and the internet for work where this can save time and expense. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent. If you are unsure about whether something you propose to do might breach this email and internet guidance then you should seek advice from the Manager.

The following are examples of inappropriate use of the internet and email:

- Sending or receiving, downloading or disseminating material that causes insults, offence or harasses others.
- Accessing pornographic, racist or other inappropriate or unlawful material.
- Engaging in online chat rooms or gambling
- Forwarding electronic chain letter or other similar materials
- Transmitting unauthorised confidential information about the children, families or the organisation
- Downloading or playing computer games
- Copying or downloading software.

#### Social networking websites

Lavenham Pre-school respects employee's rights to a private life. However, the setting must also ensure that confidentiality and its reputation are protected. Therefore, when visiting social networking sites, the rules must be followed:

1. Do not have parents or carers as friends on social networking sites unless there is a pre-established relationship prior to a child joining the setting. In this case staff should be mindful of personal posts.
2. Under no circumstances should the children that you care for be mentioned
3. No photographs taken within the setting or of the staff uniform should be used on any social networking site. Ensure that you do not conduct yourself in a way that is detrimental to the early years setting
4. Be aware that any inappropriate images on your site may place your professional persona in jeopardy

5. Take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting
6. Any “inbox” messages made from parents to staff must be forwarded to the Preschool email address to be responded to during Preschool opening hours only. Staff must not engage in conversation relating to Preschool matters outside of the setting.

### Personal Blogs

Members of staff are free to set up personal blogs provided that they do not breach the law or disclose any of the early years settings confidential information, breach copyright, defame the company or its suppliers, customers or employees, bring the organisation into disrepute, or disclose personal information about any individual that could breach GDPR.

### Cyber Bullying

Lavenham Pre-school is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. Cyber bullying methods could include text messages, phone calls, instant messenger, circulation of videos or photos or by posting comment on websites, blogs or chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber bully a colleague could also face criminal prosecution.

### Monitoring

Lavenham Preschool reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes data, email and voice mail boxes and other employer provided electronic storage systems. The early years setting also reserve the right for business and security purposes to audit and monitor the information on all systems without advance notice. The early years setting also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of the early years setting’s electronic systems, the rights of the other users and to ensure compliance with the early years setting policies and obligations.

### Mobile Phones

The use of mobile phones, iPod and similar devices could expose children in the settings care to potential safeguarding risk and could distract people from full supervision and interaction with the children as well as portraying an unprofessional image to parents and visitors and therefore the following rules on the use of mobile phones apply:

- The use of mobile phones and similar devices whilst on duty within the childcare environment is strictly forbidden
- Staff must ensure that personal mobile phones are placed in staff lockers
- Using a mobile phone to take a picture or video of children is not allowed
- Where trips are taken outside of the setting and a mobile phone is not provided by the setting, staff may use a personal mobile, which is charged and switched on for the duration of the trip. The phone is for use in emergency’s only and must not be used to make personal calls at any time. The phone cannot be used for taking photographs.

Cameras and video on the setting tablet device

Personal devices are subject to the same restrictions as mobile phones.

Photography

Photographs are an important tool to evidence the development and learning of the children and provide a valuable record of the child's time at the setting, however they need to be taken safely. The following guidelines should be adhered to:

- Pictures can only be taken with the signed permission of the child's parent/carer
- Pictures can only be taken with the setting camera
- Pictures should only be stored on the setting computer
- Under no circumstances should staff remove pictures from the setting
- Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution.

▪ This policy was adopted by Lavenham Preschool (name of provider)

On November 2023 (date)

Date to be reviewed November 2024 (date)

Signed on behalf of the provider



Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees