



Lavenham Pre-School
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Acceptable Use of ICT Policy

This policy will

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

Aim

This policy will apply to all members of staff who use ICT systems at Lavenham Pre-school. It will also apply to children, parents, carers, volunteers, students, trustees and contractors. This list is not to be considered exhaustive. Parents and carers, and where appropriate, other agencies (e.g. Ofsted, Police) will be informed of any incidents of inappropriate use of ICT that takes place on site – and where known, off-site.

Roles and Responsibilities

The Registered Person/Preschool Manager is to have overall responsibility for ensuring online safety will be considered an integral part of everyday safeguarding and child protection practice at Lavenham Pre-school. This means that:

- All staff will receive appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- Clear and rigorous policies are to be applied covering the use of cameras and other photographic equipment as well as mobile phones and gaming equipment.
- All policies will be reviewed regularly to ensure all updates are shared and communicated to all relevant individuals.
- Monitoring procedures are to be open and transparent.
- Allegations of misuse or known incidents are to be dealt with promptly and appropriately in line with agreed procedures and policies – and in liaison with other agencies (Ofsted, Police) where applicable.
- Effective online safeguarding support systems are to be put in place, e.g. filtering controls, secure networks and virus protection.

The Safeguarding Lead, will be responsible for ensuring:

- Agreed policies and procedures are to be implemented and acted upon.
- All updates issues and concerns are to be communicated to all ICT users.
- The importance of online safety in relation to safeguarding is to be understood by all ICT users.
- The training, learning and development requirements of all staff are to be monitored and additional training needs identified and provided for.

- An appropriate level of authorisation is to be given to ICT users. In some instances, explicit individual authorisation must be obtained for specific activities were deemed appropriate.
- Any concerns and incidents are to be reported in a timely manner in line with agreed procedures.
- All ICT planning will address online safety as appropriate.
- A safe ICT learning environment is to be promoted and maintained.

All staff will ensure:

- That all concerns are reported immediately and in line with agreed procedures.
- ICT equipment is checked before use and all relevant security systems are operational.
- Children are supported when and if they work online.
- Online safety information is presented to children in a manner appropriate to their age and stage of development.
- All policies and procedures are adhered to at all times.

Acceptable use by staff

Early years practitioners should be able to use ICT equipment at Pre-school to:

- Access age appropriate resources for children at Pre-school.
- Complete online observations and assessments as part of the children's online Learning Journal.
- Carry out research into early year's matters and education.
- Support their study and continued professional development.
- Communicate with external professionals by email.

- All staff will be permitted to use ICT equipment at Pre-school subject to agreement by the Designated Person for Safeguarding.
- All computers and related equipment are password protected when unattended to prevent unauthorised access. Staff must not disclose passwords to any other person.
- All staff must read and sign a copy of the setting's Acceptable Use Policy to confirm their understanding and agreement to it.
- The use of all personal ICT equipment is subject to agreement by the Designated Person for Safeguarding.

Allegations of misuse by staff

If an allegation of misuse of ICT is made against a member of staff, a report is to be made to the Safeguarding Lead. If the allegation is against the Designated Person for Safeguarding then the Chair of the Trustees must be informed immediately.

Procedures are to be followed in line with the Child Protection Policy and Disciplinary Procedures.

Should allegations relate to abuse or unlawful activity, Social Care, the LADO, Ofsted and the Police will be notified as applicable.

Acceptable use by parents/carers

Should parents/carers wish to use personal ICT equipment, such as cameras at Pre-school, authorisation must be obtained from the Designated Person for Safeguarding.

Acceptable use by visitors, contractors and others

All visitors coming into the setting are expected to behave in an appropriate and respectful manner. Visitors will not be permitted to have unsupervised contact with children and young people. All guidelines in respect of acceptable use of ICT equipment must be adhered to. The Manager reserves the right to ask any individual to leave the setting at any time.

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

On February 2026 (date)

Date to be reviewed February 2027 (date)

Signed on behalf of the provider



Name of signatory Roy Mawford

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