



POLLYANNA PRE-SCHOOL CIO

ICT, MOBILE PHONE, LEARNING JOURNAL AND SOCIAL MEDIA POLICY

Statement of Intent

Pollyanna Pre-School CIO views the safety of the children in their care as paramount. The following policy outlines the procedures that are used regarding the internet, mobile phones, tablets, cameras, social media and learning journals.

Pollyanna Pre-School CIO will protect children and staff with respect to e-safety and prevent unauthorized photography of children. We will also make children/parents/staff aware of dangers when using technological communications. **(Please also see the Safeguarding Policy).**

Procedures

Mobile Phones

- All staff mobile phones are to be kept in the mobile phone box in the office during session.
- If a member of staff or volunteer needs to use their mobile phone for an essential call, they must make the call in the office or outside the building, providing this does not affect the staff ratio negatively.
- The preschool mobile phone number may be given to family members or children's schools as an emergency contact number.
- During outings staff will have access to the preschool mobile phone. The preschool mobile phone camera will only be used by staff and children's faces will be excluded where reasonably practicable. Photos will be for used on Pollyanna Pre-School CIO social media pages.
- If the preschool mobile phone is not available for outings, staff may take their own mobile phone which must not be used to take any photographs, and the number will be recorded.
- Personal mobile numbers of staff members should not be given to any parent of the setting unless they had friendships prior to their child starting at Pollyanna Pre-School CIO.
- The use of apple watches/smart watches, fit bits etc, are not permitted if they are connected to their mobile phones. Staff wearing smart watches will be asked to remove them and leave them with their personal mobile phones in the mobile phone box.

Visitors and parent helpers will be made aware when signing in that their mobile phones should remain in their bags or kept with the staff phones for the duration of the visit/session. If they need to make a call, they will be required to leave the main hall through the front main entrance to either the foyer, kitchen or outside the building. This also includes smart watches/apple watches and fit bits etc.

Preschool Cameras

- The preschool uses a camera on staff tablets in the setting to record children's activities.
- Parents/carers are requested to sign relevant documentation when their child commences Pollyanna Pre-School CIO, giving authorisation for the setting to photograph their child. If they do not consent, Pollyanna Pre-School CIO will respect their wishes.

Cameras for Children's Use

- Cameras are available in the setting for children to take photos, however, these are not uploaded unless used as evidence for an observation, in which case the procedures for observation photos will be followed.
- Cameras for children's use are not taken out of the setting.
- The children's cameras have no internet access.

Tablets for Children's Use

- Children are able to use tablets within the setting. These will be supervised by staff, as per the **Staffing Policy**. All tablets are installed with age appropriate programs and apps.



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Tablets for Staff Use

(Please refer to Staffing Policy)

Tablets Being Taken Home

- Staff can take their assigned preschool tablet home to complete observations and reports in their own time.
- Tablets must be password protected, and staff must sign the tablet out on the signing out sheet, and then sign the tablet back in on return.
- Tablets must be returned to the setting when the staff member is next in the setting.
- The tablets must only be used to access tapestry online or use the tapestry app. Staff must not access the internet or use the tablet for personal use.
- Staff must log out of tapestry and log off the tablet as soon as they have finished their work.
- Staff must make every possible effort to ensure the tablet is taken straight to their home upon leaving the setting. The staff member must take all possible steps to ensure the tablet is not left unattended at any time, or in an unsecure location.
- Staff must sign the tapestry at home agreement prior to taking the tablets out of the setting.
- All children's photographs must be deleted from the gallery after they have been uploaded onto tapestry.

Email

Emails sent from the preschool email accounts or on preschool laptops must not contain anything that might bring the Pollyanna Pre-School CIO, its staff or members into disrepute.

Emails must not contain any offensive, abusive, defamatory, sexist or racist statements or material.

- Staff must not use email to engage in any illegal activity such as receiving / distributing pornographic material.
- Staff are reminded that deliberate distribution of computer viruses is an offence under the Computer Misuse Act. Computer viruses can be spread by attaching infected documents to email messages. If users are in any doubt about files or documents, they should not be opened.
- Staff must not access another member of staff's preschool email account unless specifically authorised to do so.
- No personal purchases of goods and services should be made using the preschool email address.
- Staff must not initiate chain emails using the preschool email.

Internet

Staff should only use the internet for work related purposes whilst on the premises, unless they are on their lunch break.

Staff have a Technology Device Agreement in place and should follow this.

Website

Pollyanna Pre-School CIO has a public website (www.pollyannapreschool.org.uk). Any information about the preschool and its services, which is to be published on the internet, must be published here or on the preschool Facebook / Instagram page.

Names of children will not be published anywhere apart from Tapestry.

Any materials uploaded to the internet must not contain anything that could bring the preschool, its members or staff into disrepute.



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Social networking sites/Blogs/Vlogs

Pollyanna expect staff 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 prior to 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 must not post photographs of themselves in their staff uniform.

Cyber bullying

Pollyanna Pre-School CIO are committed to ensuring that all employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Clear guidance is provided 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.

Learning Journals - Tapestry

Pollyanna Pre-School CIO ensures that all children attending the setting have a personal Learning Journal 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 at Pollyanna Pre-School CIO. It will also show children's developmental progress through the different age bands of the EYFS.

Procedures

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journal.
- Tapestry allows staff and parents to access the information from any device via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.
- New observational entries to a child's Learning Journal will usually be uploaded within two weeks of the observation being made.
- In all written observations, other children are not referred to by name.
- Tapestry is not used as a general communication tool between the preschool and home.
- A child's learning Journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Observations and updates to the Journal may not occur every day that the child attends the setting.
- Parents should contact the setting through the usual channels for any other day-to-day



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matters, e.g., absence, lost property, etc.

Security

- The Tapestry on-line 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.
- Photos and videos taken for observations on the tablets are deleted as soon as the observation is uploaded.
- Access to information stored on Tapestry 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 Pollyanna Pre-School CIO a link to the child's Learning Journal will be sent to their parent enabling them to download the PDF version of their full journal. The child will then be made inactive. At the end of the following academic year, the child will be irreversibly deleted.
- Parent access to Tapestry will be limited to downloading the child's Learning Journal, once a child has been made inactive.
- The child will only be reinstated if the child returns to the setting.
- At the end of each academic year, all Learning Journals will be sent to parents for them to download. The preschool will not hold these journals.
- If a member of staff leaves Pollyanna Pre-School CIO, their access to Tapestry will be revoked immediately, and they will be permanently deleted after 90 days.
- Parents must NOT upload any media from Tapestry onto social media sites.

Monitoring

Pollyanna Pre-School CIO 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. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any employee communication in these systems. This process is in place to maintain the integrity of Pollyanna's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

Review and Approval

This policy was reviewed and adopted on: ____ 1st September 2025 _____

Signed by Management Committee: _____

Nikitta Wehrle

Print Name: _____

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.