NURSERIES:
I.C.T & SOCIAL MEDIA
POLICY AND PROCEDURE

CONTENTS

1   INTRODUCTION

I.C.T. 'Information and Communication technology' is defined as 'anything which allows us to gain information and communicate with each other through various technologies'.

Within the Early Years Foundation Stage (EYFS) curriculum I.C.T. is integrated in all areas; Personal, Social and Emotional development, Communication, Language and Literacy, Problem Solving and Numeracy, Knowledge and Understanding of the World, Physical and Creative development.

Most young children are growing up in a media enriched digital age which they are engaged from early age. Such technology entwines their lives and shapes their understanding of the world.
I.C.T. comes in many forms such as; cameras, camcorders, CD players/digital radios and mobile phones, laptops, PCS and tablets. Household items such as washing machine, microwave, dishwasher and televisions, and children's use of 'Smart' toys and games consoles impact on their everyday lives.

As an Early Years provider we recognise the development of I.C.T. within education, our home environment and wider community. With the impact of Technology on daily lives it is essential that we not only support its learning holistically through our EYFS curriculum but also its effects on modern society.

2   POLICY STATEMENT

Our aims within University Hospitals Sussex NHS Foundation Trust nurseries are to provide the following:

2.1   Develop I.C.T. skills, knowledge and understanding within the nursery environment and wider community

2.2   Using I.C.T. to enrich and extend understanding of another theme/subject

2.3   That all children regardless of race, culture, gender or ability have access to I.C.T resources

2.4   To support children with special educational needs through personalised resources and accessibility to support ICT learning

2.5   To use I.C.T. equipment in a safe, secure and controlled environment.

2.6   To use equipment which is appropriate to age and ability

3 PC's COMPUTERS AND LAPTOPS

3.1 All Nursery Staff will require a 'User name' and 'Password' to access a login to University Hospitals Sussex NHS Foundation Trust computers.

3.2 Nursery Managers to identify any training needs / support to employees to access the computers.

3.3 Computers are accessed by the children as part of I.C.T. areas within the playroom.

3.4 Computers are visible within the playrooms and can be clearly monitored of their use by practitioners and other staff working in the nursery.

3.5 Staffs are aware of the need to limit children's access to the computer. Children have an allocated 'time slot' to engage with the computer to ensure fairness within the group and reduction of time spent per child on a computer.

3.6 Children engage with age appropriate educational programmes and learning tools which have been purchased by the Nursery Manager direct from an educational I.C.T. company such as 'Simple City' 'Simple Maths'.

3.7 Nursery staff may use websites like www.bbc.co.uk/cbeeies, www.nickjr.co.uk/ to support maths and literacy learning. These sites are viewed by staff prior to child use.

3.8 Downloading software and installing on any computer is with the authorisation of the I.T Director or in some cases the Information Governance Manager.

3.9 Staff to report any warning messages, faults, problems and queries to the nursery management team and UHSussex I.T. department.

4 STORAGE OF INFORMATION

4.1 Storage of information relating to a child or family is on computers or laptops owed by UHSussex NHS Trust These are all password protected. Information storage is in line with the recommend time of Data Protection (GDPR 2018), Safeguarding and Child protection and Human Resources guidelines.

4.2 Staff are not permitted to use personal portable media for storage of images e.g. USB Stick. Encrypted USB storage is issued by UHSussex I.T. department by authorisation of the Service Manager or Nursery Manager.

4.3 Images or films of children are stored only on UHSussex computer or laptop.

4.4 The Nursery Manager will regularly delete images when they are no longer required or when the child has left the nursery.

4.5 I.T. Audit will be carried out by the management to ensure images and videos have been deleted or stored correctly.

5 INTERNET ACCESS

5.1 University Hospitals Sussex NHS Foundation Trust computers are installed with filters to block inappropriate material or sites that are not deemed appropriate for business.

5.2 If the Internet is to be used for a learning opportunity / theme / topic staff to view the site before children are able to view or engage with the learning.

5.3 Staff are not to view sites 'roam the internet' when children are present.

5.4 Sites accessed from the internet should be discussed with the Nursery Management team before implemented in learning.

5.5 Staff requiring to use the internet for personal use should access the computers in the 'office only' and within break time – please refer to UHSussex internet use policy

5.6 Staffs are forbidden to access sites gambling or game sites from UHSussex computers.

*Please note Nursery Managers are able to request information regarding an individuals' internet history with the Trusts I.T. department if there is suspicion of inappropriate use. Managers can prevent staff access to computers if using the internet for personal use during working hours.

Sussex House Nursery	Wendy House Nursery
Sussex House	Princess Royal Hospital
1 Abbey Road	Lewes Road
Brighton	Haywards Heath
BN2 1ES Tel: 01273 664583	RH16 4EX Tel: 01444 441881 ext 68451
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6   EMAILS

6.1   The provision of an NHS NET e-mail address is for business use only. Access to personal email should be with the nursery office computers only.

6.2   When receiving e-mails staff should ensure they are of a reputable source before accessing.

6.3   UHSussex I.T. Department holds the rights to monitor employee's internet and e-mail use to ensure its compliance with the policy.

7   SOCIAL MEDIA

Personal Social Networking activities such as Facebook, Twitter, MSN, Personal Blogs or images or comments on YouTube, Instagram, TikTok and Snapchat can have a negative effect on an organisations' reputation or image. In addition, University Hospitals Sussex NHS Foundation Trust is firmly committed to safeguarding children in all aspects of the nurseries.
Everyone employed by UHSussex has the responsibility to ensure they protect the reputation of the nurseries and the organisation and to treat colleagues and members of the nursery with respect and professionalism at all times.

7.1   Staffs are not permitted to access social network sites during working hours unless break times.

7.2   Any access to personal media accounts should be on the office computers only and with prior knowledge from the management team.

7.3   Staff should not discuss the nurseries, staff, children or the organisation on their personal media sites.

7.4   There must be no pictures of the nurseries, children or staff (unless permission by individual staff is received) on personal media sites.

7.5   If any staff members have parents / carers as friends on their social media site they should not discuss the nurseries, work colleagues, children or the organisation. Such discussions should be conducted in a professional manner with management in the nursery.

8   NURSERIES OWN SOCIAL MEDIA SITE

8.1   <u>UHSussex Nurseries website</u>

This is a page within the University Hospitals Sussex NHS Foundation Trust website. You can access this by www.bsuh.nhs.uk/nurseries/. (*Currently under development*) This webpage is for information purposes only providing details of opening times, links to policies and application forms.

8.2   <u>UHSussex Nurseries Facebook Page</u>
This is a communication tool for the settings and we use it to,
- Promote certain events such as Parents Evenings, Trips, Social Events, Calendar updates.
- To show photos of learning experiences, activities, trips and events
- Update Parents and Families on staff achievements, training and development.
- To give news.
- Give hints and ideas for activities the children have enjoyed in the nursery and how this can follow through at home.

8.3   <u>Security of Site</u>
- Only nursery management team are administrators to the business social media site.
- Password and login details to be kept confidential within the management team.
- All parents/carers to complete an' Image Consent Form'.
- Not to provide personal details or Full name (first and surname) of any child on a social media site.
- To have consent for any images of a child/children to be on the nursery website and social media site
- The management team will use images of child/children that are suitably dressed to reduce the risk of images being used inappropriately.
- Administrators of the account will be responsible to remove any posts that:
- Name a specific person in a negative way
- Are abusive or contain inappropriate language or statement

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- Use defamatory, abusive or generally negative terms about an individual or the setting
- Do not show proper consideration for other privacy
- Contain any photo of a child without necessary parental consent.
- Breach copy right laws.

9   TELEVISON

The use of the television is very limited within our nurseries. Though we recognise that viewing age appropriate programmes and DVD's can extend a child's experiences and increase their understanding of the world we also acknowledge this can impact on their communication and language development and social interaction.

- The television used as a resource within the nursery routine will be as follows:
- To enhance learning related to themes/topics within the playroom or nursery.
- Limited to a short time appropriate to the child's age.
- Supervised watching by a nursery practitioner
- To be used on occasions as a 'down time' either after an event / end of day ONLY
- Programmes / DVD's may be used for entertainment purposes at certain times of the year i.e. Christmas
- All programmes are age related

10   PERSONAL MOBILES, SMART WATCHES AND DIGITAL CAMERAS
Please refer to the 'Mobile Phones, Smart Phones and Camera Policy'

11   DIGITAL CAMERAS
Please refer to the 'Mobile Phones, Smart Phones and Camera Policy'

12   OTHER I.C.T EQUIPMENT

Information, .Communication and Technology comprise a set of concepts and skills for using and communicating information.
I.C.T integrates within and across a curriculum of excellence. Below is listed other I.C.T resources used in the nurseries

- 'SMART' toys are offered in the room as part of continuous provision or planned activities and are age and developmental related.
- CD / Radios / Voice Recording Devices are available for children to access.
- Children will be supervised with the use of digital cameras by a Nursery Practitioner. All images will be deleted after use.
- Use of other technological equipment such as microwave, dishwasher, landline telephone, washing machine would be under strict supervision of nursery staff and not permitted for 'Free Access' for children.

13   LEGAL ISSUES

- University Hospitals Sussex NHS Foundation Trust nurseries purchase the Motion Picture Licensing Company (MPLC) umbrella certificate to allow the use of multimedia use in the settings within the legal authorisation to avoid copyright infringement.
- Management team to ensure that posted material on social media sites and nursery website does not disclose privilege or confidential information.
- Staff to ensure that posted material on their personal media sites does not disclose privilege or confidential information.
- Staff to be aware the 'Defamation' is the act of making a statement about a person or an organisation that is considered to be harmful to the reputation. Any written evidence of either online or print which is defamatory is referred to a 'Libel'.

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14 ASSOCIATED POLICIES AND PROCEDURES

- UHSussex Nurseries Mobile Phone, Smart Watches and Camera Policy
- UH Sussex Nurseries British Values and Prevent Policy
- UH Sussex Nurseries Lost and Missing Child Policy
- UH Sussex Nurseries Arrival and Collection Policy
- UH Sussex Nurseries Parental Responsibility Policy
- UH Sussex Nurseries Intimate Care Policy
- UH Sussex Nurseries Learning, Play and Care Policy

15 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 11/05/2021	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 12/05/2011	Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Next Review Date	September 2022

Approval and Amendment History	Details
Written 07/06/2017	Tracey Gregory, Childcare Services Manager
Reviewed 06/2019	Tracey Gregory, Childcare Services Manager Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Notes	

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