

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**32. ICT**

Caterpillars believes ICT resources should be used to help support the learning and development of all children in the group, whilst ensuring they are engaged in an enjoyable and purposeful manner, where the needs of the individual child are met and the 3 Prime areas and 4 Specific areas of learning in the Early Years Foundation Stage are met.

**Procedures**

**The term “ICT” encompasses all electronic resources and equipment, including; computers, remote control toys, taped/CD stories, digital cameras, stereo systems, etc.**

* We ensure all our mains operated ICT equipment is Portable Appliance Tested (PAT Tested) in line with government guidelines.
* All staff are responsible for checking that equipment is in good working order and safe for use by adults and children. If any equipment is considered unsafe or is considered a potential risk, it is removed from use immediately and either repaired or disposed of in line with local council guidelines for the disposal of such items.
* The setting has an ICT Risk Assessment in place that is regularly monitored and reviewed.
* We ensure that all ICT resources and equipment are age appropriate and that staff have received clear training as to their use to enable them to give clear instruction to children.
* We ensure software is age suitable and free from unsuitable content. Software is vetted prior to use with the same care used when purchasing books and other resources for use in the setting.
* Staff ensure that all licensing agreements, with regard to software and ICT equipment held on the premises, are up to date and valid.
* Suitable safeguards are in place to ensure children do not access the internet and view inappropriate material.
* Staff monitor and make careful observations as to the way ICT is used in the setting to ensure the needs of the individual child are met and that these meet the requirements of the EYFS, and also that resources are used in a way that maximises child’s potential to learn and develop knowledge.
* Staff monitor which children use the ICT equipment and for how long to ensure individuals are exploring and experiencing a range of activities and opportunities.
* The use of Digital Cameras is monitored and restricted. These are not taken off the premises and images are only downloaded onto a secure password protected computer in the setting.
* Images are sometimes printed from the camera for use in children’s individual Learning Journals or displays in the setting. All parents are asked to provide their consent for photographic images to be used when they register at the setting, and if permission is denied staff will ensure that the child’s image is not used for any purpose other than for their own Journal and record.
* All cameras and computers are securely locked away in the office when not in use.
* All ICT equipment and resources promote equality and inclusion and staff ensure they portray positive images with regard to gender, ethnicity and family groups.
* Practitioners keep up to date with developments in training in the field of ICT and regularly attend training courses to update their knowledge.
* ICT is used in the setting by adults to develop appropriate resources for use by the group and as a tool to promote children’s learning and development.
* Personal Information with regards to children, families and staff is held on a secure password protected data base and information storing complies with legislation in The Data Protection Act (2018). Similarly, information is retained by the setting for as long as it is deemed relevant and then is disposed of securely, again following government guidelines for the disposal of confidential information.
* Children are encouraged to work collaboratively when using ICT equipment to promote their social development.

**Legal Framework**

* Health and Safety at Work Act (1974)
* Electricity at Work Regulations 1989
* Health and Safety (Display Screen Equipment) Regulations 1992
* The General Data Protection Regulation Act 2018

This policy was adopted by the Manager of Caterpillars Pre-school on 24th April, 2016

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Name of signatory: Catherine ClarkRole of signatory: Manager