



## **Acceptable Use Policy (AUP)**

The aim of this acceptable use policy is to ensure that staff and children benefit from the technologies offered by Juniors Day Nursery in a safe and effective manner.

We aim to:

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

### **Roles and Responsibilities**

#### Registered Person

The registered person (Denise Fuller) has overall responsibility for ensuring that online safety is an integral part of everyday safeguarding practice.

This will include ensuring that:

- Early years practitioners and their managers receive the appropriate training, guidance, time and resources to effectively implement online safety policies and procedures.
- Clear and rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who come into contact with the early years setting. Such policies and procedures should include the personal use or work-related resources.
- The AUP is implemented, monitored and reviewed regularly, and that all updates are shared with relevant individuals at the earliest opportunity.
- Monitoring procedures are open and transparent.
- Allegations or misuse or known incidents are dealt with appropriately and promptly, in line with agreed procedures, and in liaison with other agencies where applicable.
- Effective on-line safeguarding support systems are put in place, for example filtering controls, secure networks and virus protection.

#### The Designated Safeguarding Leads will be responsible for ensuring:

- Agreed policies and procedures are implemented in practice.
- All updates, issues and concerns are communicated to all ICT users.
- The importance of on-line safety in relation to safeguarding is understood by all ICT users.
- The training, learning and development requirements of early years practitioners are monitored and additional training needs identified and provided for.
- An appropriate level of authorisation is given to ICT users. Not all levels of authorisation will be the same – this will depend on the position, work role and experience of the



individual concerned. In some instances, explicit individual authorisation must be obtained for specific activities where deemed appropriate.

- Any concerns and incidents are reported in a timely manner in line with agreed procedures.
- The learning and development plans of children address online safety.
- A safe ICT learning environment is promoted and maintained.

Early Years Practitioners and their Managers will ensure:

- The timely reporting of concerns in relation to alleged misuse or known incidents, subject to agreed procedures.
- ICT equipment is checked before use and all relevant security systems judged to be operational.
- Awareness is raised of any new or potential issues and any risks which could be encountered as a result.
- Children are supported and protected in their use of online technologies – enabling them to use ICT in a safe and responsible manner.
- Online safety information is presented to children as appropriate for their age and stage of development.
- Know how to recognise and report a concern.
- All relevant policies and procedures are adhered to at all times and training undertaken as required.

Children should be encouraged to:

- Be active, independent and responsible learners, who contributed as appropriate to policy and review.
- Report any concerns to a trusted adult.

Parents and Carers

Parents and Carers should sign Acceptable Use Agreements within the nursery's guidelines and to share responsibility for their actions and behaviours.

A copy of Acceptable Use Policy should be provided to parents and carers on enrolment of their child at the nursery within their starter pack. This will be reviewed regularly.

In the Event of misuse by Early Years Practitioners, their Managers or Volunteers

In the event of an allegation of misuse by Early Years practitioner, manager or volunteer, a report should be made to the Designated Safeguarding Lead and /or the registered person (Denise Fuller) immediately, as relevant. Should the allegation be made against the Designated Safeguarding Lead, a report should be made to the registered person.



Procedures should be followed as appropriated, in line with the Safeguarding Policy and/or Disciplinary Procedures. Should allegations related to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police should be notified as applicable.

The Acceptable Use Policy should be clearly linked to:

- On line Safety Policy
- Safeguarding Policy
- Camera and Image Policy
- Mobile Phone Policy

<b>This Policy was adopted on</b>	<b>Signed on behalf of Junior's</b>	<b>Date for review</b>
January 2019	Management	January 2020
<b>Reviewed on</b>	<b>By</b>	<b>Date for review</b>
June 2024	Management	June 2025