

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Leonard Stanley



Leonard Stanley Early Years

Policy for Information and Communication Technology (ICT)

Policy statement

'The modern world requires new skills. Understanding I.C.T. and, more importantly, being able to apply it to the problems we face is one of the most important. Increasingly I.C.T. will be vital for our individual prospects and for our economy's future.' (Lord Dennis Stevenson)

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners 2.3 Supporting Learning	3.4 The Learning Environment	4.2 Active Learning

Development Matters statements that link to the EYFS are as follows:

Birth – 11 months

Show interest in toys and resources that incorporate technology.

8-20 months

Explore things with interest and sometimes press parts or lift flaps to achieve effects such as sounds, movements or new images.

16-26 months:

Show interest in toys with buttons and flaps and simple mechanisms and begin to learn to operate them.

22-36 months:

Show an interest in ICT.

Seek to acquire basic skills in turning on and operating some ICT equipment.

30-50 months:

Know how to operate simple equipment.

40– 60+ months:

Find out about and identify the uses of everyday technology and use information and communication technology and programmable toys to support their learning. Complete a simple program on a computer.

Use a mouse and keyboard to interact with age-appropriate computer software.

Use ICT to perform simple functions, such as selecting a channel on the TV remote control.

In the EYFS Statutory Framework the wording is this; 'by the end of the EYFS, children should; find out about and identify the uses of everyday technology and use information and communication technology and programmable toys to support their learning.'

Guidance for use by children

At LSEY we aim to promote the use of ICT:

To enable all children to:

- Build on their experiences from home
- Develop practical skills needed to access ICT
- Enjoy ICT and use it with confidence
- Understand that equipment needs to be handled with care and respect

To ensure all children can:

- Listen to and understand instructions
- Use ICT as a tool for collaborative decision making and conversation
- Problem solve and think logically to complete tasks

To enable staff to

- Improve teaching in order to promote children's learning
- Improve their own professional development and confidence in the use of ICT

To enable parents to:

- Improve their confidence in the use of ICT in order to support their children's learning

We will achieve our aims through:

- Ensuring children have regular access to equipment that is of the latest specification in order to improve the quality of learning
- Providing software that is linked to current areas of learning
- Providing specific software that may be beneficial to children with SEN
- Providing adult support to enable children to optimise use of ICT equipment
- Supporting children's learning through the use of ICT in order to raise achievement in all areas of learning in the Early Years Foundation Stage (EYFS)
- Ensuring staff have training which enables them to use ICT confidently and effectively thereby improving the quality of teaching
- Encouraging staff to use appropriate ICT language
- Providing opportunities for parents to work alongside their children on ICT activities

Role of the Management

- The management will ensure all staff having access to the equipment are fully trained in its use
- We will communicate with parents/carers appropriately and seek any written permission required by them for safe use by their children
- We will ensure regular maintenance of equipment is carried out
- We will ensure that firewall and safety programmes are current and up to date and are fully functioning at all times
- If a member of staff should leave our employment we will ensure that they will no longer have access via password to the equipment and that current passwords will be changed
- We will ensure that passwords will be changed regularly as a matter of caution/safeguarding
- We will ensure when requested by GCC to submit any monitoring information needed
- We will store all equipment when not in use in a locked filing cabinet or cupboard. Alternatively for those who need to take equipment away from the setting site will ensure that safe and adequate lockable storage is sought
- We will ensure that all personal information supplied is held securely in accordance with the Data Protection Act 1998
- We will review this policy at least once a year and before this time should any matter's arise that need to be addressed

Safe use of the Internet

How will Internet use provide effective learning?

- Staff, parents and children need to develop good practice in using the Internet as a tool for teaching and learning
- The setting will work in partnership with parents and the Internet Service Provider (Southwest grid for learning) to ensure systems to protect children are reviewed and improved for safe use at all times
- Children will be monitored and supervised appropriately at all times whilst accessing the Internet
- Internet access will be planned to enrich and extend learning activities
- Only those children who have received written permission from parents/carers will be able to access information via the Internet
- The setting will ensure that written permission will be actively sought and information provided to parents/carers will be relevant, detailed and informative
- Senior staff will ensure that regular checks are made to ensure that the filtering methods in place are effective

- Virus protection will be installed and updated regularly

The role of the adult

Adults need to feel comfortable, confident and positive about technology as well as be familiar with assembling and using all items of technological equipment. They should take advantage of all in-house opportunities as well as ICT courses to extend their knowledge and understanding of the subject, in order to support children in the following ways:

- To take all available opportunities to ensure good practice in promoting individual children's learning using the Developmental Matter's statements
- To show a positive and enthusiastic attitude about technology
- To integrate ICT throughout the Early Years Foundation Stage (EYFS)
- To ensure quality of access to all children
- To encourage children to work individually whilst supervised and cooperatively with other children and adults
- To encourage and extend children's problem solving skills
- To maintain equipment and understand health and safety issues when using technological equipment
- To raise children's awareness of relevant health and safety issues

Health and Safety

We are aware that there are various health and safety issues when using computers and other ICT equipment with young children.

- Computers need to be set at the right height so that the child can sit comfortably without putting strain on their back, neck or arms
- Chairs need to be adjusted to the right height so that the child looks at the monitor straight in front of them
- Backs should be straight and supported and feet flat on the floor
- Children should be encouraged to take a break away from the computer so that they are not staring at the monitor for too long, Sand timers will be used to enable children to self monitor their times and to take turns
- Correct use of equipment is modelled and encouraged through focused adult led activities
- Computers will be located so that there is good circulation of air
- Computers will be located away from sand and scissors
- Ensuring children have clean hands when using ICT equipment

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- Taking care that liquids are nowhere near ICT equipment
 - Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered
 - Allowing only one child to hold the mouse at one time
 - Remembering to turn off all switches at the end of the day
 - Ensuring that children are taught how to correctly shut down a programme, load the printer with paper etc.
 - Access to screens is always in a visible area
 - The use of the Internet is always supervised
 - An Internet service provider offering filtered access is used
 - Equipment will be cleaned on a regular basis with anti bacterial cleaner to prevent cross contamination

Written by – Vicki Richardson, Play Leader Manager

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