



ICT Policy

ICT and Digital Technology Policy

Policy Statement

At Playhouse Pre-School, we recognise that digital technology is part of everyday life and can support children's learning, communication and development.

We provide children with opportunities to explore appropriate technology as part of their play and learning. Digital devices are used purposefully and in ways that are appropriate for children's age and stage of development.

As Playhouse Pre-School cares for children from 9 months to 4 years, particular consideration is given to the needs of babies and younger children. Digital technology will not replace real-world experiences, active play, communication or interaction with adults and other children.

The current EYFS requires early years providers to have regard to guidance on children's screen use. Screen use should be proportionate and should not result in prolonged periods away from interaction with children.

Children's Use of Technology

Children may have supervised access to appropriate technology, including:

- iPads or other setting-owned tablets;
- computers;
- programmable or electronic toys;
- keyboards and other suitable equipment;
- age-appropriate digital resources.

Staff will ensure that:

- technology is used for a clear learning or play purpose;
- children are appropriately supervised;
- content is suitable for the child's age and development;
- children are supported to use equipment safely;
- screen use is kept to appropriate periods and does not replace active play, physical activity, communication or hands-on experiences;
- younger children are not routinely expected to use screens;
- children are supported to ask an adult for help if they see or hear something that makes them uncomfortable.
- Children will not have unsupervised access to the internet.

Internet Safety

Where children use the internet, staff will ensure that:

- appropriate filtering and parental controls are in place where available;
- children are supervised;
- websites and digital content are checked for suitability;
- staff do not leave children unattended while accessing online content;
- inappropriate or unsuitable content is reported immediately;
- children are taught simple, age-appropriate messages about staying safe online.

Online safety will be taught through everyday conversations and experiences rather than formal lessons. For younger children, this will focus primarily on safe use of devices and seeking help from a trusted adult.

Staff Use of Technology

Staff may use digital technology for:

- planning and assessment;
- children's learning records;
- communicating with parents;
- accessing professional information and guidance;
- administration and management;
- appropriate learning activities with children.

Digital devices must be used in a way that does not interfere with children's supervision, care or interaction.

Staff should not spend prolonged periods using devices while children require their attention.

Photographs and Videos

Only authorised Playhouse Pre-School devices may be used to take photographs or videos of children for setting purposes.

Photographs and videos must be taken, stored and shared in accordance with the Photographic Images Policy and Safeguarding Children Policy.

Personal mobile phones and personal devices must not be used to photograph or record children.

The number of photographs and videos taken will be kept to a minimum and they will only be taken where there is an appropriate purpose. Images shared with parents will be shared through approved secure systems such as eyLog.

Mobile Phones and Personal Devices

Playhouse Pre-School operates as a mobile phone-free setting for staff and visitors.

Parents and visitors are asked not to use mobile phones for calls, messages, photography or recording while in the Pre-School or its grounds.

Staff, students and volunteers must:

- switch their personal mobile phone to silent;
- store it securely in the designated staff storage area before starting their shift;
- not use personal phones while working with children;
- not use personal phones to photograph or record children;
- only access their phone during an agreed break and away from children.

Any exception for a personal device must be agreed by the Manager and must be for a legitimate reason.

Email and Online Communication

Staff will use the official Playhouse Pre-School email account for setting business.

Staff must not use personal email accounts to communicate with parents about children or setting business.

Staff must not discuss individual children, families or confidential setting information on personal social media.

Parents and carers should use the setting's official communication channels when contacting Playhouse Pre-School.

Data Protection and Security

Computers, tablets and other devices containing confidential information must be password protected and kept secure.

Staff must:

- only access information they are authorised to use;
- not share passwords;
- lock or log out of devices when they are not being used;
- not store children's information on personal devices;
- report lost devices, accidental disclosures or other data breaches immediately to the Manager.

The setting's Data Protection and Confidentiality Policy provides further information.

Equipment and Safety

All electrical equipment will be maintained and checked in accordance with the setting's Health and Safety arrangements.

Children will be taught to handle technology carefully and safely.

Staff will ensure that charging cables and electrical equipment are kept safely away from children and do not create a trip or other safety hazard.

Inappropriate Content or Online Safety Concerns

If a child or member of staff accidentally accesses inappropriate content:

- the device will be removed or the content closed;
- the child will be reassured and supported;
- the incident will be reported to the Manager;
- the incident will be recorded where appropriate;
- filtering or other controls will be reviewed where necessary.

Any concern involving safeguarding, inappropriate images or potential abuse will be dealt with under the Safeguarding Children Policy.

Responsibilities

The Manager is responsible for ensuring that:

- appropriate digital safety arrangements are in place;
- staff understand this policy;
- devices are appropriately secured;
- filtering and access controls are reviewed where necessary;
- staff receive appropriate training;
- concerns and incidents are dealt with appropriately.

All staff are responsible for following this policy and ensuring that digital technology is used safely, appropriately and in children's best interests.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 23rd April 2015 and will be reviewed annually.

Reviewed on 30th September 2026 by Z. Munford