

BEAMINSTER PLAYGROUP

ICT MISUSE POLICY

AIM

To ensure that any allegation, which is made in respect of the intentional or unintentional misuse of any online technologies, is addressed in a responsible and calm manner. This includes any breaches of the Acceptable Use Policy, Camera and Image Policy, Internet Policy and Mobile Phone Policy.

Allegations will be dealt with promptly, sensitively and fairly.

To ensure the safety and wellbeing of the children in our care at all times.

PROCEDURES

The Manager is responsible for ensuring that the procedures outlined in this policy are followed.

Staff and visitors using ICT (Information and Communication Technology) within the Playgroup will be made aware of possible signs of potential misuse.

Staff and visitors should be aware of the Whistle-blowing procedures should misuse be suspected.

All incidents of misuse should be reported to the Manager.

All online safety incidents will be recorded and monitored.

The Manager will investigate the incident to establish the context, intention and impact of the incident in order to determine the actions and response to be taken.

If the incident relates to the inadvertent access to an inappropriate website, it will be added to the banned or restricted list and filters will be applied where relevant.

Appropriate actions following the confirmation of ICT misuse will be agreed by the Manager. All actions will be accurately recorded.

Any incident relating to an allegation that a child has been subject to any form of abuse will result in Safeguarding procedures being implemented with immediate effect. In such cases, all incidents will be investigated by the relevant authorities. Internal disciplinary procedures will not be undertaken until these investigations have been completed.

Where applicable, any hardware implicated in any potential investigations of misuse will be secured so allow the preservation of evidence.

A report will be made to the Internet Watch Foundation if potentially illegal materials, including images of child abuse, have been accessed online, giving details of the website address.

Following any serious incident an online safety review will be carried out, with policies and procedures being amended and updated where necessary.

If media attention is attracted following a serious incident, every attempt will be made to protect and support the children and families that attend the Playgroup.