



DANES HILL SCHOOL  
STRONG & SAGACIOUS

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# BEVENDEAN COMPUTING AND SOCIAL NETWORKING POLICY

**Staff at Bevendean are regularly reminded not to use mobile phones in the vicinity of children at any time.**

As part of the EYFS and Key Stage 1 curriculum it is important to include access to computing equipment; however, it is essential to realise the risks this can pose to the children if not used appropriately and monitored closely.

We have interactive whiteboards, desktop computers, iPads and laptops within school and all have parental controls on at all times. Children have access to these facilities but they are always closely monitored and structured, with staff present at all times.

The children and the staff only use **school** iPads, cameras and video cameras during school hours and any downloads of images are onto school computers only. Staff are not permitted to take images of the children on mobile phones or personal filming equipment.

Staff who are on social networking sites are reminded that they must not break our confidentiality policy. There must be no discussion about the school, colleagues, pupils or parents at the setting. Photos should never show staff in a compromising position that might affect their professional integrity.

## **SOCIAL NETWORKING**

### **Our aims**

At Bevendean we aim to:

- Provide access to the information about the schools' work and other important information or news in a safe way – Via the Schools website
- Ensure that children are safeguarded by making sure that no photographs or video imagery are 'posted' without the consent of children's parents or guardians
- Promote safe use of social networking

### **Our strategies**

At Bevendean we promote the safe use of social networking and keep children safe by:

- Only allowing children who have parent permission to have their image put on the Schools website or instagram
- Not sharing children's full names alongside any images or data

## **SOCIAL MEDIA GUIDE**

The NSPCC have created a useful guide for parents on the types of social media their children might use and their levels of safety <https://www.net-aware.org.uk/>.

## TAPESTRY

### Our aims

Bevendean ensures that all children within the EYFS have an online personal learning journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. Annual training is run for staff and parents.

### Our procedures

- Bevendean uses an online learning journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login
- Staff access allows input of new observations and photos or amendment of existing observations and photos
- Parent access allows comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material
- Parents logging into the system are only able to see their own child's learning journey
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's learning journeys, and to protect images of other children that may appear in any photos contained in their child's learning journey
- New observational entries to a child's learning journey will usually be uploaded within two weeks of the observation being made
- The online learning journey system is fully GDPR compliant and adheres to all UK Data Protection Legislation.