



Staff IT and Acceptable Use Policy

Purpose

This policy outlines the expectations and responsibilities for staff when using information technology (IT) systems, digital devices, and online platforms within Pavilion Preschool Aigburth (CIO). Its purpose is to ensure that all IT use supports the safety, security, and professional reputation of the setting, its staff, and its children.

Scope

This policy applies to all staff, volunteers, trustees, and contractors who use the Pavilion's IT equipment, internet access, communication tools, and online systems (including cloud-based platforms and management software).

Principles of Use

- IT systems must be used safely, responsibly, and for professional purposes only.
- Staff are expected to uphold Pavilion's safeguarding, confidentiality, and data protection policies when using technology.
- All use of IT must reflect Pavilion's values, professionalism, and duty of care towards children and families.

Acceptable Use

Staff must:

- Use devices owned by Pavilion (computers, tablets, printers, etc.) only for authorised work-related tasks.
- Keep passwords secure and never share login details with others.
- Store all child and family information securely, following the UK GDPR and Data Protection Act 2018.

- Access and share data only through approved and secure systems (e.g., encrypted email, management software).
- Report any IT faults, data breaches, or security concerns immediately to the Operations Manager.
- Use appropriate, respectful language in all electronic communications.

Unacceptable Use

Staff must not:

- Access, download, or share inappropriate or illegal content.
- Use personal devices to take, store, or share images or information about children.
- Post or discuss anything about the preschool, clubs, children, families, or colleagues on social media without authorisation.
- Install unauthorised software or applications on preschool devices.
- Use IT systems in any way that could damage, disable, or compromise Pavilion's equipment or data security.

Email and Communication

- Pavilion email accounts should be used for all professional communication.
- Personal email accounts or messaging apps (e.g., WhatsApp, Facebook Messenger) must not be used to discuss work matters or share child information.
- All communication must remain polite, professional, and in line with safeguarding policies.

Internet and Social Media

- Staff must follow the Social Media Policy at all times.

- Personal internet use during work hours should be limited and must not interfere with duties.
- Any reference to the preschool or clubs on social media must be authorised and positive in nature.

Mobile Phones and Personal Devices

- Personal phones must be kept out of sight and not used in rooms or areas where children are present.
- Photos or videos of children may only be taken on devices owned by Pavilion and stored according to the Safeguarding and Data Protection Policies.
- Any use of mobile phones must follow the Mobile Phone Policy.

Data Security and Confidentiality

- All digital records must be stored securely and password protected.
- Data must only be accessed or shared in line with Pavilion's Confidentiality Policy.
- When staff leave employment, access to all digital systems will be removed immediately.

Breaches of Policy

Any breach of this policy may lead to disciplinary action, up to and including dismissal, depending on the seriousness of the breach. In some cases, breaches may also lead to referral to external agencies or regulators.

Policy Created: October 2025

This policy will be reviewed annually or sooner if there are significant changes to legislation, technology, or guidance.

Signed by Chair of Trustees:



Signed by Operations Manager:

