Acceptable Usage Policy

1. Purpose

This Acceptable Use Policy outlines the standards and expectations for the use of facilities, equipment, and digital devices, and the expected behavior of all children, staff, volunteers, and parents/carers involved with Pavilion Pre School (Aigburth) CIO. Our aim is to provide a safe, respectful, and supportive environment for all.

2. Scope

This policy applies to:

- All children attending the preschool and clubs
- All staff, trustees, volunteers, and visitors
- Parents and carers during drop-off, pick-up, and other interactions with the setting

3. Behavior and Conduct

Children, staff, and adults are expected to:

- Treat each other with kindness, respect, and care
- Follow instructions from staff at all times
- Use polite language—no swearing, shouting, or name-calling
- Respect differences in culture, ability, religion, and background
- Refrain from aggressive behavior, including hitting, biting, or bullying

4. Use of Facilities and Equipment

- All toys, books, and equipment should be used properly and looked after
- Children must only access equipment appropriate to their age and ability
- Staff should ensure equipment is used safely and cleaned regularly
- Digital devices (e.g., tablets) will be used under supervision and for educational purposes only
- No personal devices (e.g., phones, tablets) may be used by children
- Staff mobile phones must be used only in designated areas and never in the presence of children

5. Digital Safety and Online Use

When technology is used staff will safeguard children and young people by promoting appropriate and acceptable use of information and communication technology (ICT). We will outline the roles and responsibilities of all individuals who have access to and/are users of, work related ICT systems. This AUP will apply to all individuals who have access to and/or are users of work related ICT systems. This may include, children and young people, parents and carers, early years practitioners, clubs practitioners, managers, trustees, volunteers, students, visitors. This list is not exhaustive.

Parents and carers, and where applicable, other agencies will be informed of any incidents of inappropriate use of ICT that take place on site, and, where relevant, off site.

Our Designated Safeguarding Officer is responsible for online safety and will manage the implementation of this policy.

All ICT users are to be made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place. Incidents will be recorded and dealt with and be used to inform future online safety practice.

Effective training and online safety advice is to be delivered and is available to all staff.

Pavilion Pre School (Aigburth) CIO uses Google Education Suite and as such, relies on the filtering and monitoring controls that the software provides.

All ICT equipment owned by Pavilion Pre School (Aigburth) CIO is solely used for it's operational purposes.

Management reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited. Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden. The use of Pavilion owned ICT for gambling, pornographic, racist or offensive material is strictly prohibited.

Rules for responsible internet usage for staff, trustees and volunteers

- All internet activity should be deemed appropriate
- Other user's files will not be accessed without their permission
- Computers, laptops and tablets will be used only for agreed reasons
- Email correspondence will be directed only to people who have been approved and all communication sent is compatible with the user's professional role and in line with the policies of the setting
- No text, image, sound or video that could upset or offend anyone connected to the setting or members of the wider community or that is incompatible with the user's professional role is to be loaded onto Pavilion owned digital equipment
- Images of children and/or staff are to only be used for professional purposes. Images must be represented in a positive context

Children

Children will only use age appropriate software in the setting and any internet sites visited will be monitored by the management team.

Personal details will not be shared over the internet.

Any inappropriate material found on any device must be reported to the Designated Safeguarding Lead immediately.

We will communicate advice for safe internet use at all times to children and their parents.

6. Breaches of the Policy

Breaches may result in:

- Verbal warnings

- Communication with parents/carers

- Review of attendance for serious or repeated issues
- In the case of staff, disciplinary action in accordance with HR procedures

This policy was adopted in June 2025

This policy will be reviewed annually or as required

Last updated: 07.07.25

Signed by Chair of Trustees:

Signed by Operations Manager: