



**Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This policy applies to all staff, including senior staff managers, paid staff, volunteers, agency staff, students or anyone working on behalf of Clowns Nursery.**

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. Our Online Safety policy and this agreement are designed to make sure that all staff are aware of their professional responsibility when using any form of ICT. All staff are expected to read, understand and sign this policy and adhere, at all times, to its content. If you have any concerns or need clarification you can talk to the Operations Manager who is also the Clowns Nursery Online Safety Officer.

- I will comply with the Clowns Nursery online safety policy.
- I understand that using the nursery's ICT systems for a purpose not permitted by Clowns may result in disciplinary or criminal procedures.
- I will comply with the ICT system's security and not disclose any passwords provided to me by the manager.
- I understand that I am responsible for all activity carried out under my username.
- I will only use the nursery's email/internet for professional purposes.
- I will only use the approved secure email system for any Clowns business.
- I will not install any hardware or software without the permission of Tracy Landy.
- I will not disseminate or divulge any information from our software system to any third party; I appreciate the need to observe our Privacy Policy.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I understand that my use of the internet and other related technologies can be monitored and logged and be made available, if requested as part of any investigation.
- I understand that there may be activity tracking software installed on the computers.
- I will respect copyright laws and intellectual property rights.
- I will only take, securely store and use images of children or staff for professional purposes in line with the nursery's Camera and Image policy and with written consent of the parent, carer or staff member. I will not distribute images outside the nursery without the permission of the parent/carers, member of staff or manager.
- I will not take any ICT equipment (laptop, tablet, camera etc.) that belongs to Clowns offsite without prior consent from Tracy Landy. On the rare occasion consent is given I will sign the equipment out and back in with the Receptionist, including detailing the intended use whilst offsite.

- I will make sure that my online activity both inside and outside the nursery will not bring my professional role and Clowns' reputation into disrepute.
- I will support the nursery's Online Safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will report any incidents of concern regarding children's safety to the Online Safety lead, the Child Protection Liaison Officer or Manager.
- I understand that sanctions for disregarding any of the above will be in line with Clowns' disciplinary procedures and serious infringement may be referred to the police.

I agree to follow this code of conduct and to support the safe use of ICT throughout Clowns.

Full name .....

Job title .....

Signature ..... Date .....

*Reviewed August 2019*