



# Visitor/Volunteer Acceptable Use Policy

## September 2020

**Article 3 – Adults must do what’s best for me**



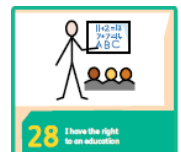
**Article 12 – I have the right to be listened to, and taken seriously**



**Article 19 - I have the right to be protected from being hurt or badly treated.**



**Article 28 – You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.**



## **Key Contact Personnel in School**

**Nominated Member of Leadership Staff Responsible for the policy:**

**Richard Dalton**

**Designated Safeguarding Lead: Sarah Costain**

**DPO: Sarah Costain**

**Date written: September 2017**

**Date reviewed: March 2020**

**Date of next review: March 2021**

**Date reviewed: September 2020**

**Date of next review: September 2021**

**This policy will be reviewed following any concerns and/or updates to national and local guidance or procedure**

# Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology.

This AUP will help Five Acre Wood School ensure that all visitors and volunteers understand Five Acre Wood School's expectations regarding safe and responsible technology use.

## Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Five Acre Wood School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.
2. I understand that Five Acre Wood School AUP should be read and followed in line with the Five Acre Wood School staff Code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with Five Acre Wood School ethos, Five Acre Wood School staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

## Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that any images or videos of learners will only be taken in line with Five Acre Wood School Image use policy and must comply with GDPR requirements.

## Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners. Pupils must be supervised at all times, when using technology.
7. Where I deliver or support remote learning, I will comply with the Five Acre Wood School Remote Learning AUP.
8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.

9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the IT helpdesk, record on Myconcern and inform the Designated Safeguarding Lead (DSL) (Sarah Costain, Deputy Head) in line with the Five Acre Wood School Child Protection policy.
10. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

These documents can be found in our Safeguarding green file in the Staffroom, Principals office and in Reception at Loose, the PPA room at Snodland and the Staff cupboard at Palace Wood.

## **Use of Social Media and Mobile Technology**

11. I have read and understood the Five Acre Wood School policy which covers expectations regarding staff use of Social media and Mobile technology.
12. I will ensure that my online reputation and use of technology and is compatible with my role within Five Acre Wood School. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the Online safety and Mobile Technology and Social networking policies.
  - I will not discuss or share data or information relating to learners, staff, Five Acre Wood School business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the Five Acre Wood School Code of conduct and the law.
13. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via Five Acre Wood School approved communication channels such as via a Five Acre Wood School provided email address, account or telephone number.
  - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL (Sarah Costain, Deputy Head) and/or Peggy Murphy, Principal.
14. If I have any queries or questions regarding safe and professional practise online either in Five Acre Wood School or off site, I will raise them with the Designated Safeguarding Lead (Sarah Costain, Deputy Head) and/or Peggy murphy, Principal.

- 15. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
- 16. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
- 17. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of Five Acre Wood School into disrepute.

**Policy Compliance, Breaches or Concerns**

- 18. I understand that Five Acre Wood School may exercise its right to monitor the use of Five Acre Wood School information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
- 19. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers using Myconcern and report it to the Designated Safeguarding Lead (Sarah Costain, Deputy Head) in line with Five Acre Wood School Child Protection policy.
- 20. I will report concerns about the welfare, safety, or behaviour of staff to the Peggy Murphy, Principal, in line with the Whistleblowing and Allegations against staff policies.
- 21. I understand that if Five Acre Wood School believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, Five Acre Wood School may invoke its disciplinary procedures.
- 22. I understand that if Five Acre Wood School suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Five Acre Wood School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....