

Clwb Penmorfa

Registration Number: W1400002698



## CLWB PENMORFA ICT POLICY

### Personal phones and devices

Staff are not permitted to have any personal phones or devices on their person in setting. Staff phones and devices remain on the office in personal bag or locker.

Children are not permitted to have any personal phones or devices on their person whilst in setting. Children are encouraged to leave all phones and devices at home however any personal devices brought to Clwb can remain in the child's bag or in the office until the end of the day.

### Clwb devices

In Clwb children have the opportunity to use tablets and chrome books with adult supervision. No confidential information or correspondence is stored on these devices and they run on a secure network and prevent access to inappropriate content.

### Access to information

Any information stored on the computer requires a Clwb login and password to access.

Registration packs are filled in by hand and all confidential information is stored in a locked filing cabinet and is not available online.

## **Clwb Penmorfa online**

**Website** - <https://www.clwbpenmorfa.co.uk/>

The purpose of our Clwb website is to act as a point of information for parents and carers. Our website includes access to important information such as policies and procedures, Meet the team, contact information and admissions.

Images on the website are for advertisement purposes and we do not regularly update the website with images of children from the setting.

### **Social Media**

- Facebook- <https://www.facebook.com/people/Clwb-Penmorfa/100091288873037/>

Facebook is used for advertisement purposes. We do not upload personal information or images of children to the Facebook page.

- Twitter (X)- <https://twitter.com/PenmorfaClwb/status/1490761884542410755>

Twitter (X) is used to advertisement purpose. Personal information and images of children are not uploaded on the Twitter (X) page.

## **Communication**

Parents and carers are encouraged to communicate with us face to face, via phone, seesaw or email.

### **Seesaw**

Seesaw us used for communicating with parents recording children's progress and experiences. Parents are only ever able to access images of their own children. Group images are only ever uploaded for evidence and parents are not able to access these.

### **Email**

Email is often used to communicate with other professionals and occasionally parents. Email accounts require a secure log in to access.

**Amended March 2024**

**Review Date March 2025**