

Collaton St Mary Community Playgroup

The Parish Rooms, Blagdon Road, Collaton St Mary Playgroup, Paignton TQ3 3YA

Staff Computer and Camera best practice Procedure

Main Computer:

- Please ensure that you log off when you have finished using the computer, and close down the computer before switching it off on the wall.
- Don't leave documents open when not sat at the computer.
- Don't leave the computer on when there is no one in the room.
- If using email, **log out** of your account when you have finished.
- Don't save documents on the Desktop as these can be easily opened by anyone when the computer is switched on. Put them into a folder within your account.

Laptop:

- All of the items listed above apply to the laptop when used within the setting.
- If the laptop is taken out of the setting it must be signed out and then back in with date and time and countersigned.
- Anyone who takes the laptop out of the setting is responsible for its safekeeping.
- The laptop should be used for work purpose only and should only be used at home or in another location if required for work.
- If the laptop is stolen while out of the setting this should reported immediately to Jayne.

Camera:

- All cameras should be used only for the purpose of recording children's activities whilst at playgroup or on outings and Forest School.
- Photographs should be printed off as soon as possible and then removed from the cameras.
- All cameras must be kept in the key worker drawers when not in use; this cupboard will be locked when the playgroup is closed.
- Should any camera be taken out of the setting, it must be signed out and back in with time and date and counter signed.

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date

Signed

Position

Review date