

## **Appropriate Material & Cyber Safety Policy**

### **Rationale:**

Te Rāwhiti Kindergarten is committed to ensuring tamariki are kept safe from inappropriate material and in upholding Ministry of Education Licensing Criteria HS32: All practical steps are taken to protect children from exposure to inappropriate material (for example of an explicitly sexual or violent nature).

### **Te Whāriki:**

Well-being/Mana Atua: Tamariki experience an environment where they are kept safe from harm.

### **Procedures:**

1. Due to our special character as a Waldorf kindergarten, children will not have exposure to any form of ICT or multimedia devices and equipment while at the kindergarten.
2. Kaiako and staff will not use their personal phones while in the learning environment, unless in the instance a parent needs to be contacted about their child.
3. Parents and whānau are informed by kaiako not to use their personal phones when in the learning environment.
4. All soft copy material, such as books and pictures, will be reviewed by kaiako to ensure they contain appropriate messaging and images, before including them in the learning environment.
5. ICT equipment and technology owned or leased by the kindergarten, may only be used by kaiako for assessment and planning purposes. Kaiako may not use these devices, including the internet, for personal use.
6. Assessment and planning on computers will take place during non-contact time and outside of the learning environment.
7. Accidental or intentional breaches of this policy by staff will lead to disciplinary action and may be treated as a serious misconduct issue.

<b>Authorised:</b>	Shelley Wrigley
<b>Date:</b>	28 October 2021
<b>Review Date:</b>	28 October 2023
<b>Consultation Undertaken:</b>	Yes