



**FOREST ROW COMMUNITY PRE-SCHOOL POLICY
23 HEALTH AND SAFETY OF COMPUTER USE**

Forest Row Community Pre-school is aware of the various health and safety issues when using computers and other ICT equipment with young children and the need to form good habits from the beginning.

The Committee Chair has overall responsibility for ensuring the policy is implemented. The Supervisor on duty is responsible for the health and safety during the pre-school session and ensures the following safety precautions are adhered to.

1. Our computer is set at the right height so that each child can sit comfortably without putting strain on their back, neck or arms.
2. Their seating is at the right height so that the child looks at the monitor straight on.
3. Their backs should be straight and feet flat on the floor, or on a block.
4. Children will be encouraged to have short turns at the computer so that they are not staring at the monitor for too long.
5. Correct use of the equipment is modelled and encouraged through focused adult-led activities.

Additional Safety Issues:

- Our computer is located in area so air can circulate around.
- We ensure that children have clean hands when using the computer (being especially aware of sand, water and glue)
- We ensure cables and sockets are out of reach or covered.
- Only one child is able to use the mouse and operate the keyboard at any one time.
- Our staff ensure all equipment is switched off at the end of each session.

OUR COMPUTER EQUIPMENT DOES NOT HAVE ONLINE ACCESS.

Date Prepared	Reviewed	Next Review
October 2007		March 2008