Childcare for children,
Childcare for you!

ICT Policy Autumn 2026

At Smiley Happy People our aim is to always ensure the safety of young people but still allow them to have access to technology. ICT can be an important part of children's understanding of the world however it is important to use these items in a way that promotes learning and language development. Passive screen use can be detrimental for a child's development. New guidance has been released stating that children aged under 2 years old should not use screens and children aged 2-5 years should use screens for a maximum of 1 hour a day. At Smiley Happy People we must limit screen use to a minimum but still allow children to experience ICT in a safe, educational way, assuming children may also have access to screens at home.

Staff, parents/carers, children and visitors will be made aware of and if appropriate will sign the designated acceptable use agreement. (Parents/carers will sign this as part of registration) if entering the building for a visit, otherwise they are to put their phone away and not use it in the building.

We will promote positively and use appropriate and acceptable ICT for children such as cameras, keyboards, microscopes, laptops, ipads, mobile and landline phones, calculators, for role play and or educational sessions.

USE OF ICT WITH CHILDREN

· Staff will promote, support and encourage safe use of ICT to encourage children to be active, independent and responsible learners.

· There are certain times which will be screen free. Screens will not be used at mealtimes unless away from the children. mealtimes are a crucial time for learning and discussions.

Under 2 Years

· Screens will not be used in our baby room apart from to upload things onto the parent apps

· ICT equipment can be used as role play objects such as unused mobile phones, keyboards, tv screens, laptops, ipads. These are to be not working and for pretend play.

· We may use screens for learning opportunities such as special occasions like bonfire night where we may watch some fireworks during another activity.

· Devices may be used to play music or sound games, but screens must be turned away from the children and played though a speaker.

Aged 2-5 years

· For our older children we may watch educational videos. This will be limited to fit in with an educational session. Adults will watch along with the children and engage with them throughout.

· We may use screens for learning opportunities such as special occasions like bonfire night where we may watch some fireworks, look at festivals in another part of the world or videos of nature for example during learning activities.

· Devices may be used to play music or sound games, but screens must be turned away from the children and played though a speaker.

Aged 5 To 11 yrs

· Children of school age will sign their own acceptable use agreement for ICT use during Holiday Club.

· In the event of a child misusing ICT equipment then the safety rules will be reiterated with the child and the main carers, if safety has been compromised then the safeguarding procedure will be followed.

· ICT for older children can be used for investigative purposes in line with planned activities using Smiley Happy People devices only.

· ICT use will be limited and always under adult supervision to ensure only safe child friendly sites are being used

Use of ICT For Adults

· We will ensure that all staff, students, parents, visitors, volunteers and children know who has access to which ICT systems, the risks involved and are clear as to what is misuse and the sanctions applied to this misuse.

· Parents, carers and where applicable other agencies will be informed of any incidences of inappropriate use of ICT and if relevant, off-site and radicalisation or extremist use.

· The registered person for on-line safety responsibility is Vron Walters and the DSL's for each setting.

· Training and guidance will be provided to all practitioners on how to use ICT effectively and safely

· The use of personal ICT equipment is outlined in our Image Policy and our Personal ICT Policy. Personal devices are only to be used in agreement with Vron. All information is to be transferred to a Smiley Happy People device and deleted off the personal device before leaving the building. Ensure the information is deleted form the recently deleted file also. NB permission will only be given in extenuating instances, otherwise personal devices are kept in the office.

· Monitoring Procedures are open and transparent

· Allegations of misuse or known incidents are dealt with appropriately and promptly, in line with procedures and in liaison with other agencies if applicable, all staff are responsible for reporting suspected misuse to registered people.

· Staff will use work based online technologies to access age-appropriate resources for children and young people, research information, for study support, to share with parents on social media, for children's learning journeys via the app only.

· In the event of an allegation of misuse a report should be made to Vron and/or the DSL's. Procedures will then be followed in line with the ICT misuse Procedure, safeguarding policy and/or disciplinary procedures. Should allegations relate to abuse or unlawful activity our safeguarding procedure is to be followed. In the event of misuse, the disciplinary procedure will be followed following HR advice.

ICT Equipment

· Equipment will be checked prior to use to ensure it is registered to Smiley Happy People.

· All new equipment and programmes are to be monitored and reviewed before use and appropriate training given. Any updates are to be shared with relevant individuals as soon as possible and followed by updates during monthly staff meetings to all staff.

· Online safeguarding is put in place, such as internet use password protected, filtering controls on devices, secure networks and virus protection and is regularly checked by all staff and potential issues raised with Vron.

· All ipads/phones are to have a personal password and the app to have a separate PIN, staff only have their own private login details. Staff are not to disclose this to

anyone unless requested to by law or by the senior designated person for safeguarding or Vron)

· All ipads/phones are named and are linked to one account controlled by Vron Walters including a find my ipad facility.

· If an ipad/phone is mislaid/lost/stolen it is to be reported to Vron Immediately so the procedure can be promptly activated. The app provider will be contacted to put a hold on the device. The find my ipad app is used to find out if the device is on the premises. If it is located and is off premises the device is disabled. This is to happen within 24hrs.

· All equipment is locked away when not in use.

· All equipment is to be stored securely when unattended.

· Access to the app is during work hours only apart from by the managers or Vron. They must ensure security is in place on the equipment and that it is never left unattended.

Extremism And Radicalisation

· Please see the Safeguarding Policy for more information on Extremism and Radicalisation.

· All staff have completed PREVENT training. Managers ensure that staff understand vulnerability, radicalisation and extremism, can recognise potential safeguarding concerns, and remain vigilant, particularly in relation to children's use of ICT both within the setting and at home. All staff are familiar with the PREVENT section of our safeguarding policy and regularly complete online Prevent training to keep their knowledge up to date.

· If there are concerns about extremism or radicalisation, including peer pressure, influence form other people or the internet, bullying, crime and anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity, prejudicial behaviour, and personal or political grievances. Please note that no single indicator proves risk and concerns should be assessed in context and handled following the safeguarding procedure. Please see DSL's or Vron for full investigation.

· Parents/carers will be contacted (if this does not put anyone in danger) discussed in detail to identify motivating factors, change in circumstances, parental views and to assess whether the incident is referred further. The record of this is kept in the filing cabinet.

· The referral will be followed up for a period of 4 weeks to assess whether there is a change in behaviour and/or attitude. A further meeting will be held with the parents/carers after this time.

· SERIOUS INCIDENCES WILL BE REFERRED TO MASSH 03001231116 AND THE DEVON & CORNWALL PREVENT TEAM 01392 225130 or Safer Cornwall 03001234232.

· If a referral is made due to immediate serious concerns, we will contact the Devon and Cornwall PREVENT team on 101 OR 999 for immediate danger