

University of Warwick Holiday Scheme

E-Safety Policy

Purpose	The purpose of this policy is to ensure that children attending the Holiday Scheme are protected from potential risks associated with the internet, digital technology and electronic devices.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

The Holiday Scheme recognises that technology can provide valuable opportunities for children to learn, create and participate in activities. However, its use must be appropriate, purposeful and carefully supervised.

The Department for Education advises early years providers to closely supervise children when electronic devices are used, ensure content is age appropriate and use technology purposefully to support children's learning and development.

Our Approach to Technology

The Holiday Scheme primarily provides children with opportunities for **play, physical activity, creativity, social interaction and practical experiences away from screens.**

Therefore:

- Children **do not have routine access to iPads, tablets or other internet-enabled devices** while attending the Holiday Scheme.
- Children **must not bring or use personal mobile phones** at the Holiday Scheme.
- Children will not be permitted to independently access the internet while attending the Scheme.
- Digital devices will only be made available to children when there is a **clear and appropriate purpose for the activity.**

- Any use of technology by children will be **supervised by appropriate adults**.

Exceptions for Planned Activities

There may occasionally be activities where access to technology is appropriate and forms an important part of the experience.

For example, an **external provider delivering an animation workshop may provide or use iPads or other digital equipment to enable children to create animations**.

Where technology is used as part of an organised activity:

- its use must have a clear purpose connected with the activity;
- the activity and equipment must be suitable for the age and needs of the children;
- children must be appropriately supervised throughout;
- children must not be allowed unrestricted or unsupervised access to the internet;
- staff will remain responsible for safeguarding children during the session;
- external providers must follow the Holiday Scheme's safeguarding expectations and procedures; and
- any concerns about content, equipment or a child's use of technology must be addressed immediately.

This reflects government guidance that children should not use screens alone without adult involvement and that electronic devices used in a setting should support children's learning and development.

Mobile Phones and Personal Devices

Children attending the Holiday Scheme **are not permitted to bring mobile phones to the Scheme**.

The use of personal devices by staff and visitors must be consistent with the Holiday Scheme's **Mobile Phone Policy and safeguarding procedures**.

Children must not be photographed or recorded using a personal device.

Online Content

Where online material is required for a planned activity, staff or the activity provider should ensure that it is **appropriate for the children's age and the purpose of the activity**.

Children should not be given unrestricted access to websites, applications, social media or other online services.

If inappropriate or concerning content is encountered, access should stop immediately and the matter should be reported in accordance with the Holiday Scheme's safeguarding procedures.

External Providers and Visitors

External providers may occasionally use technology when delivering specialist activities.

Before children take part, the Holiday Scheme will ensure that the proposed use of technology is appropriate for the activity. Children will remain subject to the Holiday Scheme's safeguarding arrangements throughout the session.

Technology provided as part of a workshop **does not give children general permission to access devices or the internet during the Holiday Scheme.**

Staff Responsibilities

Holiday Scheme staff should:

- model safe and appropriate use of technology;
- ensure children follow the Scheme's rules regarding phones and electronic devices;
- actively supervise children whenever technology is used as part of an organised activity;
- be alert to inappropriate content or use of technology;
- maintain appropriate professional boundaries online;
- follow the Holiday Scheme's safeguarding, confidentiality and mobile phone procedures; and
- report any E-Safety or safeguarding concern promptly to the DSL

Government online-safety guidance treats online safety as part of safeguarding practice and identifies the Designated Safeguarding Lead as having an important role in online-safety concerns.

Safeguarding

E-Safety is an integral part of safeguarding.

Any online-safety concern involving a child should be treated seriously and managed in accordance with the Holiday Scheme's Safeguarding Policy and procedures.

Where a child sees something online that makes them worried, frightened or uncomfortable, they should be encouraged to tell a member of staff immediately. Staff should reassure the child and report the concern through the appropriate safeguarding route.

Parents and Carers

Parents/carers will be informed that children **must not bring mobile phones or personal internet-enabled devices to the Holiday Scheme.**

Parents/carers should speak to the Holiday Scheme Coordinator in advance where a child has an individual need that may require the use of technology or a device, so appropriate arrangements can be considered.