

iPad & Kids Club HQ Policy

Date Protection and Security

- All Happy Times iPads are managed by Surjit Bains and Mar Lopez
- . Staff will not try to manage the iPad themselves via iTunes or any other management software
- Staff will not set up their personal email address on the iPad
- Staff will not link up personal third party apps or services, such as Dropbox or other storage; on demand Tv; other media streaming services.
- Staff will not sign into their personal social media accounts eg Twitter; Facebook; LinkedIn
- Staff will not download any Apps on the iPad
- The iPad will be left in a secure area at the end of the day. If the school is going to be used by a third party in the evening, arrangements will be made to pass the iPad to a colleague or to place the iPad somewhere which will not easily accessible.
- The iPad will only be used to access Kids Club HQ. Search Engines and then relevant sites can be used with children under close supervision to find pictures or information relating to homework.

User Responsibility

- Staff should keep the iPad in its protective case at all times.
- Handle the iPad with care and respect. Do not throw, damage, place heavy items on, or intentionally drop the device. Do not allow the children to use the iPad without close supervision (adult must be present throughout the time).
- Only approved cleaning materials can be used to clean the device, such as laptop or tablet sprays and cloths.
- The iPad will not be left unattended in vehicles
- . • The iPad will be kept safe and secure at all times. Staff should know where the iPad is at all times.
- Staff will ensure the battery is charged, and ready for club use each and every morning.

Lost, Damaged or Stolen Devices

- If the device becomes lost or stolen, it will be reported to Surjit Bains as a matter of urgency.

- If the device has become damaged, it will be reported to Surjit Bains, and the device handed over to her as soon as possible.
- Staff will not carry out repairs on any Happy Times device
- Staff will not solicit any individual or company to repair a Happy Times device

Safeguarding and E-Safety

- Manager will only access Kids Club HQ on the iPad and will not access Kids Club HQ at home on their own computer or download any registers or children/parent information
- All device usage is subject to the rules and guidelines of Happy Times Safeguarding Policy, mobile phone policy and use of technology policy. Anyone in breach of this policy may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Staff can take photographs of children on the iPad but these photos cannot be downloaded or transferred to another device without permission of the managers or directors.
- In line with our Safeguarding policies, staff are strictly forbidden for using the device to create, store, access, view, download, distribute, send, upload inappropriate content of materials.
- Staff are forbidden from utilising the iPad to partake in illegal activities of any kind.
- Staff will not use the iPad to post images, movies or audio to a public facing part of the internet.
- The iPad device is not permitted for personal use. It has been provided for work-related use only.

This policy was adopted by Happy Times After School Club	Date: June 2024
To be reviewed: March 2025	Signed: Surjit Bains Manager

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding

and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]