



## ROBOCODEUK SCREEN TIME AND ACCEPTABLE USE POLICY

### STATUTORY FRAMEWORK

This policy is governed by and complies with:

- **Children Act 1989 and Children Act 2004**
- **Education Act 2002** (as amended)
- **Keeping Children Safe in Education** (DfE, 2025)
- **Working Together to Safeguard Children** (HM Government, 2023)
- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**
- **Online Safety Act 2023**
- **Computer Misuse Act 1990**
- **Health and Safety at Work etc. Act 1974** (display screen use)
- **UK Chief Medical Officers' commentary on screen-based activities** (2019)

### SECTION 1: PURPOSE AND SCOPE

#### 1.1 Policy context

1.1.1 RobocodeUK teaches children robotics, coding and game development. Screens are our classroom tools. This policy exists to make sure they are used purposefully, safely and in healthy balance with off-screen activity, at every RobocodeUK camp, centre and club.

1.1.2 This policy should be read alongside RobocodeUK's policies and procedures on:

- **Online Safety** (and the Online Safety Agreement signed with families)
- **Classroom Mobile Phone & Smart Device Policy**
- **Behaviour Policy** and **Behaviour Response Policy**
- **Child Protection and Safeguarding**
- **Data Protection and Privacy**
- **Photography and Image Consent Policy**

#### 1.2 Purpose of this policy

| Objective                 | Description                                                                                                                                                |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purposeful screens</b> | Ensure that time a child spends on a screen at RobocodeUK is active, creative learning: building, coding, designing and testing, never passive consumption |
| <b>Healthy balance</b>    | Structure every camp and lesson day so that screen work is balanced with off-screen activity, movement, breaks and social time                             |

|                           |                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Safe use</b>           | Ensure the equipment, networks and platforms children use are supervised, filtered and age-appropriate                    |
| <b>Clear expectations</b> | Give children, parents and carers, and staff one clear statement of what acceptable use of technology at RobocodeUK means |

### 1.3 Scope

1.3.1 This policy applies to:

- All RobocodeUK programmes: holiday camps, term-time centres, Studio Labs, clubs and workshops;
- All children and young people attending any RobocodeUK activity;
- All staff (employees and workers) and volunteers;
- All equipment used for learning: RobocodeUK devices, venue equipment, and any personal device permitted for a session under an approved arrangement.

## SECTION 2: OUR APPROACH TO SCREEN TIME

### 2.1 Principles

2.1.1 We believe that:

- Screen time at RobocodeUK is **creative time**. Children come to us to make things with technology: games, robots, code and designs. That is different in kind from passive screen time, and we plan for it deliberately;
- **Balance is built into the day**, not left to chance. The timetable, not the child's own restraint, is what limits continuous screen use;
- The same day should teach children to be **healthy users of technology**, not only capable ones.

### 2.2 How the day is structured

| Measure                    | Implementation                                                                                                                                                                     |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Structured sessions</b> | Every camp and centre day runs to a timetable of sessions. Screen-based build sessions alternate with off-screen activity so that no child spends the day continuously at a screen |
| <b>Off-screen time</b>     | Every full camp day includes scheduled off-screen time: breaks, lunch, physical games and team activities away from devices                                                        |
| <b>Within sessions</b>     | Mentors build short off-screen moments into build sessions themselves: planning on paper, team discussion, testing and hardware work                                               |

|                                     |                                                                                                                                                                         |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Age-appropriate expectations</b> | The youngest groups get shorter screen blocks and more hands-on, unplugged activity; Mentors adjust pace and expectations by age and by individual need, including SEND |
| <b>Eye health</b>                   | Children are taught the 20-20-20 habit: roughly every 20 minutes, look at something about 20 feet away for at least 20 seconds                                          |
| <b>Posture and movement</b>         | Learning spaces are set up so children can sit comfortably at screens, and children are encouraged to stand, move and stretch between activities                        |
| <b>No passive viewing</b>           | Video is used only where it is part of teaching. Children do not watch entertainment video, streams or unrelated content at RobocodeUK                                  |

## 2.3 What screens are for at RobocodeUK

2.3.1 Robocoders use screens to build, code, design, test and present their own work, and to follow the learning platforms their Mentor directs them to.

2.3.2 Robocoders do not use screens at RobocodeUK for social media, private messaging, entertainment streaming, or games and websites unrelated to the session's learning.

## SECTION 3: ACCEPTABLE USE FOR CHILDREN AND YOUNG PEOPLE

3.1 The rules below apply whenever a child uses technology at RobocodeUK. They reinforce the Online Safety Agreement that families sign, and Mentors explain them to children in age-appropriate terms, including during the first-day induction.

| <b>Rule</b>                               | <b>What it means</b>                                                                                                                                                            |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supervised use only</b>                | Children use the internet and devices with staff supervision, on the equipment, platforms and accounts their Mentor directs them to                                             |
| <b>Approved platforms only</b>            | Children do not sign into personal accounts, social media or private messaging at RobocodeUK                                                                                    |
| <b>Respect for others</b>                 | No child uses technology to bully, threaten, embarrass or exclude another person, in any form. Cyberbullying is treated as bullying under the Behaviour Policy                  |
| <b>Personal information stays private</b> | Children do not share their own or anyone else's personal information, images or login details, in line with the Online Safety Agreement                                        |
| <b>Report, do not share</b>               | A child who sees anything upsetting, inappropriate or worrying tells a Mentor or the Designated Safeguarding Lead straight away, and does not show or send it to other children |

|                          |                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Care of equipment</b> | Children handle equipment carefully, leave workstations as they found them, and tell a Mentor about any damage or fault immediately |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

## **SECTION 4: PERSONAL DEVICES**

4.1 RobocodeUK is a mobile phone-free environment by default. Children's mobile phones and smart devices are stored away, switched off or on silent, throughout the learning day, in line with the Classroom Mobile Phone & Smart Device Policy. That policy also covers smart watches, earbuds, gaming devices and personal tablets or laptops not approved for the session.

4.2 Parents and carers who need to reach their child during the day contact the centre, and the centre passes the message on. Children who need to contact home ask a member of staff.

## **SECTION 5: STAFF USE OF TECHNOLOGY**

5.1 Staff model the behaviour this policy asks of children. In particular, staff:

- Do not use their own mobile phone for personal reasons in front of children during the learning day;
- Contact families only through official RobocodeUK channels, never through personal accounts or personal numbers;
- Take photographs and video of children only on approved devices, only with the consent recorded for that child, in line with the Photography and Image Consent Policy;
- Never share personal contact details or social media accounts with children, in line with the Code of Conduct;
- Report any online safety or safeguarding concern to the Designated Safeguarding Lead, and record it in RobocodeUK's safeguarding log.

## **SECTION 6: FILTERING, MONITORING AND SUPERVISION**

6.1 Internet access provided for children's learning is filtered to prevent access to harmful or inappropriate content, and its use is supervised by staff. Filtering and monitoring arrangements are reviewed regularly in line with Keeping Children Safe in Education and the Online Safety Policy.

6.2 Internet use at RobocodeUK may be monitored and logged for safeguarding purposes. Monitoring records are held securely, retained in line with the Online Safety Agreement, and accessible only to authorised safeguarding personnel and statutory authorities where necessary.

6.3 The online safety coordinator is the Designated Safeguarding Lead.

## **SECTION 7: WORKING WITH PARENTS AND CARERS**

7.1 This policy is published on RobocodeUK's booking pages, and parents and carers accept it as part of the booking terms when they book. A copy is available at any time on request.



7.2 We encourage families to keep the same balance at home that we keep at camp: screens for creating over consuming, agreed limits set in advance, devices out of bedrooms at night, and an open conversation about what children do online. Practical guidance for families is available from the UK Safer Internet Centre ([saferinternet.org.uk](https://saferinternet.org.uk)), Internet Matters ([internetmatters.org](https://internetmatters.org)) and Thinkuknow ([thinkuknow.co.uk](https://thinkuknow.co.uk)).

For questions about this policy, or any safeguarding concern, contact:  
**Mr Khaled Ayad, Managing Director and Designated Safeguarding Lead (DSL)**

## SECTION 8: BREACHES OF THIS POLICY

8.1 Where a child does not follow this policy, staff respond through the Behaviour Response Policy: calm redirection first, escalation only if it continues. RobocodeUK may also restrict a child's device or internet access and will inform parents or carers where appropriate.

8.2 Any breach with a safeguarding dimension, including cyberbullying, contact from unknown adults, or exposure to harmful content, is reported to the Designated Safeguarding Lead immediately and handled under the Child Protection and Safeguarding Policy. Serious breaches may be reported to relevant authorities, including CEOP, the police or Children's Services.

8.3 Breaches by staff are handled under the Staff Code of Conduct and, where applicable, the Managing Allegations procedure.

## SECTION 9: REVIEW

9.1 This policy is reviewed annually, and sooner where statutory guidance, inspection feedback or an incident requires it.

## DOCUMENT APPROVAL

| Item             | Detail                                                                                     |
|------------------|--------------------------------------------------------------------------------------------|
| Approved by      | Khaled Ayad, Director, 24 August 2026                                                      |
| Effective from   | 1 September 2026                                                                           |
| Next review date | 1 September 2027                                                                           |
| Distribution     | All staff · associates · volunteers · Board of Directors · available to parents on request |

*This document complies with the Online Safety Act 2023, Keeping Children Safe in Education 2025 statutory guidance, the UK Chief Medical Officers' commentary on screen-based activities (2019), and UK GDPR.*