

Auchinairn Early Years



Smart Watch Policy

Purpose

To ensure the safe, appropriate, and professional use of smart watches by staff, safeguarding children from risk while recognising that wearable technology is commonly used. This policy also clarifies how staff can manage essential communications from schools, NHS, or family while maintaining safeguarding standards.

This policy applies to all:

- Staff
- Students
- Volunteers
- Supply staff
- Visitors

Definition

A smart watch is any wearable device that can:

- Take photos or videos
- Record audio
- Send/receive messages or calls
- Access the internet

Core Safeguarding Principles

- Children's safety, dignity, and privacy are paramount.
- Staff must remain fully present and attentive.
- Devices must never be used in a way that compromises safeguarding.

Policy Statement

Staff are permitted to wear smart watches only where strict safeguarding controls are followed.

Acceptable Use

Staff may wear a smart watch for:

- Timekeeping
- Health tracking (e.g., steps, heart rate)

Restricted Functions

Smart watches **MUST NOT** be used to:

- Take photographs or videos
- Record audio
- Send or read messages while supervising children
- Access social media or apps during working time
- Receiving essential communications on smart devices (e.g., from a child's school, hospital, or parent regarding urgent matters) within working hours is not permitted.

If urgent matters should arise, staff should leave personal mobile phones with the office/admin if they need to ensure availability for these calls. If urgent calls are expected (e.g., medical updates), the office/admin will notify staff discreetly so they can step away safely to take the call.

The nursery contact number can be shared with emergency contacts, schools, hospitals, or workplaces to ensure calls are routed appropriately.

Notification & Communication

Notifications must be:

- Turned off, OR
- Set to silent mode

Staff must **NOT**:

- Check messages during supervision
- Respond to notifications in front of children

Supervision & Attention

Smart watch use must never distract from supervision.

Staff must maintain:

- Full visual awareness
- Active engagement with children

Safeguarding Controls

Expectations:

- Staff must declare if their device has camera or recording capability.

Leadership may:

- Request demonstration of disabled functions
- Carry out spot checks

High-Risk Situations:

Smart watches must NOT be actively used:

- During intimate care
- In toilets or changing areas
- During safeguarding incidents

Concerns & Reporting

Any concerns about misuse must be:

- Reported immediately to the Child Protection Coordinator (CPC)
- Recorded as a safeguarding concern
- Low-level concerns must also be logged to identify patterns.

Breach of Policy

Misuse of a smart watch may result in:

- Removal of device during working hours
- Disciplinary action through Local Authority guidance
- Referral under safeguarding procedures

Staff Responsibilities

All staff must:

- Understand this policy
- Use devices responsibly
- Always prioritise children's safety

Leadership Responsibilities

Leadership must:

- Ensure staff awareness of policy
- Monitor compliance
- Address concerns promptly
- Include in safeguarding supervision discussions

Monitoring and Review

This policy will be reviewed regularly to ensure it reflects current legislation, national guidance and best practice.

UNCRC: article 16, article 19

Getting it Right for Every Child (GIRFEC)

Children and Young People (Scotland) Act 2014

National Guidance for Child Protection in Scotland (2021, updated 2023)

Realising the Ambition: Being Me (2020)

Health and Social Care Standards (2017)

Care Inspectorate Quality Framework for Daycare of Children, Childminding and School-Aged Childcare (2022):

Data Protection Act 2018 & UK GDPR

Health and Safety at Work Act

EDC Localised Child Protection procedures

This policy has been updated after consultation with staff and parent/carer

Signed.....

April 2026

Smart Watch Declaration

I can confirm that I have read and fully understand the Smart Watch Policy. I agree to always follow the guidance, including:

- Turning notifications off or setting them to silent while supervising children.
- Ensuring my attention and active supervision of children is always prioritised.
- Using my smart watch responsibly in a way that supports the safety, dignity, and wellbeing of every child.

I understand that adhering to this policy contributes positively to a safe and professional environment for children, families, and colleagues.

Staff/Visitor Name:	
Device type:	
Does it have a camera?	☐ Yes ☐ No
Recording disabled?	☐ Yes
Notifications silenced?	☐ Yes
Staff Signature:	
HoC/Depute HoC Signature:	
Date:	