



Quackers After School Club

## **Internet Safety Policy**

Quackers After School Club recognises that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. However it must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with the EYFS safeguarding and welfare requirements and the Prevent Duty.

### **Guidelines for children**

The guidelines are explained to any children wishing to access the internet:

- **Safe:** Keep safe by not giving out personal information – such as name, email, phone number, address, or school name – to people who you don't trust online.
- **Meeting:** Never agree to meet anyone you have only met online unless your parent or carer is with you.
- **Accepting:** Do not accept emails or instant messages, or open files, images or texts from people you don't know. They can contain viruses or nasty messages.
- **Reliable:** Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.
- **Tell:** Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

### **Protecting children**

We have put in place the following safeguards to keep children safe whilst accessing the internet on the Club's laptops:

- A risk assessment has been undertaken.
- Parental controls have been activated on all laptops accessible to children:
  - Google SafeSearch Filtering is turned on
  - YouTube Restricted Mode is set to on
- Staff keep a close eye on children and the sites that they are accessing when they use the internet.
- The laptops have an up to date virus checker and firewall installed.
- The tablets browser histories are regularly checked to monitor which sites are being accessed. All staff and children are informed of this fact.

If, despite the safeguards the Club has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the Club's computers, the manager will be informed and the incident will be noted on an **Incident**

#### **Quackers After School Club**

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 [littleducklings@ymail.com](mailto:littleducklings@ymail.com)

Ofsted Registration: EY434782 Charity Registration: 1132767



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**Record** in the child's file. The child's parent will be asked to sign the **Incident Record**. The manager will investigate how to prevent a reoccurrence of the incident.

If staff at the Club become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a **Logging a concern** form and refer the matter to the Club's designated Child Protection Officer in accordance with our **Safeguarding Children Policy**.

### **Related policies**

See also: **Safeguarding Children Policy, Social Media Policy**.

Signed on behalf of Quackers After School Club: \_\_\_\_\_

Position: \_\_\_\_\_

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