

Online Safety Policy

ClubsComplete has a commitment to keeping children safe and healthy, and this e-safety policy operates at all times under the umbrella of the Safeguarding Policy. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types.

INTRODUCTION

The Internet is now regarded as an essential resource for teaching, learning and leisure activities. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe, and the after school club can play a vital part in this process. In line with other policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to teach them to be aware of and respond responsibly to possible risks.

1. CORE PRINCIPLES OF INTERNET SAFETY

The Internet is becoming as commonplace as the telephone or TV, and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

2. THE E-SAFETY POLICY IS BUILT ON THE FOLLOWING CORE PRINCIPLES:

- **GUIDED EDUCATIONAL USE** Significant educational benefits should result from Internet use, including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment
- **RISK ASSESSMENT** We have a duty to ensure that children are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.
- **RESPONSIBILITY** Internet safety depends on staff, parents, carers and visitors taking responsibility for the use of the internet and other communication technologies such as mobile phones. It is the Setting Manager's responsibility to use technical solutions to limit internet access and to monitor their effectiveness. Mobile phones will not be used by staff, children or visitors unless for reasons specified in our Mobile Phone Policy. Laptops and iPads will not be permitted in the club for children's use unless there is a specific need highlighted on the lesson plan in order to achieve the Learning Objective of the club. Children's own tablets, iPads or computers will not be permitted.

3. WHY IT IS IMPORTANT FOR CHILDREN TO ACCESS THE INTERNET?

The internet is an essential element in 21st century life for education, business and social interaction. ClubsComplete will support children to learn about the wider world through use of technology in clubs, at times, when this is specifically permitted in their lesson plan in order to meet the learning objective - such as for research purposes, to play music, or to demonstrate an example of a craft project. Any music played will be vetted radio edit versions of any songs, and no inappropriate advertising material will be shown to children in the club via online streaming sites.

4. HOW WILL FILTERING BE MANAGED?

The Setting Manager will be responsible for ensuring that the appropriate filters are applied to the PCs/laptops in the out of school club so that it is used for appropriate purposes only. If the internet is needed as per the lesson plan, staff will also review the sites accessed by children. Staff will monitor the websites being used by the children during after school club sessions, and the computer screen will be visible to staff at all times. If staff or pupils discover unsuitable sites have been accessed on the PCs/ laptops, they must be reported to the Setting Manager immediately so that the filters can be reviewed.

5. MANAGING CONTENT

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any internet derived materials by staff or by children complies with copyright law

6. COMMUNICATION

Children will not have access to e-mail, online chat rooms and social networking sites such as Facebook or Twitter will not be used. Staff will not discuss individual children or their setting on Facebook, Twitter or any

other social networking site. Staff will refrain from accepting invitations to connect on Instagram, Facebook and other social networking sites from any parents, teachers, or children to safeguard themselves.

7. PARENTS AND E-SAFETY Parents' attention will be drawn to the E-Safety Policy in the policy file and safe, limited and supervised use of the internet will be encouraged at home.

8. HANDLING COMPLAINTS Any complaints about the appropriate use of the internet or other technologies will be handled in accordance with our Complaints Policy.

LAST REVIEWED: January 2025

NEXT REVIEW DATE: January 2026