Scotforth After School Club
Promoting Safe Internet Use

Scotforth After School Club recognises that the internet is a useful resource for both staff and children, for purposes of homework, research and entertainment.

Children will only be allowed to access the internet at the club after being briefed about safer internet use principles.

A copy of the **SMART** guidelines will be printed out next to computers and the guidelines will be explained to children.

- **Safe:** Keep safe by not giving out personal information – such as names, email, phone number, address, or school name to people you don't know or trust online
- **Meeting** – Never agree to meet anyone you have met only 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 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 parent if someone or something you encounter online makes you feel uncomfortable.

If a child encounters something inappropriate on the internet the manager will be informed and an incident will be noted on an incident record. The child's parent will be asked to sign the incident record and close investigation to how this happened and preventative measures will be put in place.

We have put in place the following safeguards:

- A risk assessment has been undertaken
- Staff will be seated or patrol the computer suite to ensure the screens can be clearly viewed
- Staff are to supervise the use of the internet at all times
- All computers have virus checkers and firewalls installed
- Excellent filtering systems are in place to block any unwanted sites from being accessed
- The computers browser history is checked and monitored to view which sites are being accessed and children are informed about what sites are suitable and not to be used.

We have a duty to promote and help parents to protect their children online, we have information displayed on our notice board and leaflets to share with parents. Our themed activity topics regarding internet safety support and reinforce learning with regard to responsible use.

Date amended or checked:18/03/24