




## Mangotsfield Out of School Club Safe Internet Use Policy

<b>Policy Author:</b>	MOOSC Management Team
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<b>Signed:</b>	



## Safe Internet Use Policy - MOOSC27.01

### Purpose

MOOSC recognises that the internet is a useful resource for staff and parents /carers for purposes of information and registration forms.

### Policy

Children at the Club are not permitted use of the Internet however as good practice this Policy advises the following:

- **Safe:** Keep safe by not giving out personal information - such as names, emails, phone numbers, addresses, or school names - 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.

If a child encounters something inappropriate on the internet, the Play Manager will be informed and the incident will be noted on an Incident Record, which the child's parent/ carer will be asked to sign.

### Safeguards

The Club have in place the following safeguards:

- The computer is located so that the screen can't easily be seen from the rest of the room;
- If the internet is ever used for research purposes with children, staff will supervise its use
- The computer has an up to date virus checker and firewall;
- Google SafeSearch Filtering is turned on; children are encouraged to use a child-safe search tools; and
- The computer's browser history is regularly checked to monitor which sites are being accessed which all children are aware of.

Staff are asked to be cautious in any discussions regarding the use of the internet and specifically should:

- not refer to any children in personal emails and/ or social media posts;
- not encourage children to use any sites at home that they are not authorised to do so and all such communications should take place via the parent/ carer;
- log any concerns over computer and/ or internet misuse that they hear from the children with the Play Manager;



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- not permit the use of tablets or phones on Club premises unless authorised by the Play Manager. Kindles are permitted with authorisation of the Play Manager but do not have internet access enabled when in use by children; and
- not allow the removal of any IT equipment that is the property of the Club by any persons.

Staff found to be abusing this Policy may be subject to disciplinary action.

Any social media activity sent on behalf of the Club will be managed jointly by the Play and Business Managers.

### **Related Policies**

1. Illness and Accident
2. Safeguarding