

Peak Time Kids Club

Internet Safety Policy

Peak Time recognises that the internet can be a useful resource for both staff and children, for purposes of discovering, connecting and creating. Children have access to their 'own' laptop for 10 minutes each, if they desire, of the afterschool session, in which they can use the internet for the purposes they desire.

A copy of the ChildNet **SMART** guidelines are printed and kept next to the computer. The guidelines will be explained to children wishing to access the internet and the laptop.

- **S**afe: 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.
- **M**eeting: Never agree to meet anyone you have only met online unless your parent or carer is with you
- **A**ccepting: 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.
- **R**eliable: Not all the information found on the internet is reliable and people you meet online won't always be telling the truth.
- **T**ell: 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 coordinator and Designated Safeguarding Lead will be informed and the incident will be noted on an Incident Record. The child's parent or carer will be asked to sign the file.

The coordinator will also decide if other measures need to be taken to keep the children safe, these could be:

- Conduct an initial investigation to record and report all concerns. Record the evidence.
- Complete an incident report form and enter the incident into the incident log
- Discuss with coordinator and parents
- Quickly decide next steps such as blocking of the site, reporting to police, CEOP or IWF and referral to an outside agency if required
- Review online safety policy in consideration of incident

We have put in place the following safeguards:

- The computer is located so that the screen can easily be seen from the rest of the room
- The staff are to supervise the use of the internet
- Computer filtering is on and Google Safe Search is the main source of search engine
- The computer browser history is regularly checked to monitor which sites are being accessed
- Computer and Internet Audits are completed with the speed of technology development