

St Paul's Stars Breakfast and After School Club Committee

OFSTED URN 110674
Registered Charity No. 108 7223



Internet Safety

St Paul's Stars Breakfast & After School Club recognises that the Internet is a useful resource for both staff and children, for purposes of research, homework and entertainment.

A copy of the **SMART** guidelines will be printed out and kept near computers when in use. The guidelines will be 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.

If a child encounters something inappropriate on the Internet the manager will be informed and the incident will be noted on an **Incident Record** in the child's file. The child's parent will be asked to sign the **Incident Record**.

We have put in place the following safeguards:

- A risk assessment has been undertaken.
- Computers are located so that the screen can easily be seen from the rest of the room.
- Staff will supervise the use of the Internet.
- Computers have an up to date virus checker and firewall installed.
- Computers' browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this.

This policy was adopted by: St Paul's Stars Breakfast & After School Club	Date: 14 December 2023
To be reviewed: annually	Signed: Sarah Armstrong-Stacey, Chair of the St Paul's Stars Breakfast & After School Club Management Committee