



## Safe Internet Use

**Smiles** recognises that the Internet is a useful resource for both staff and children, for purposes of research, homework and entertainment.

Children will only be allowed to access the Internet at the Club if their parent or carer has given written permission.

A copy of the **SMART** guidelines will be printed out and kept next to the computer. 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.
- The computer is located so that the screen can easily be seen from the rest of the room.
- Staff will supervise the use of the Internet.
- The computer has an up to date virus checker and firewall installed.
- Google SafeSearch Filtering is turned on; children are encouraged to use a child-safe search tool such as Yahoo Kids.
- The computer's browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact.

This policy was adopted by: Smiles Children's Clubs	Date: 09/2018
To be reviewed: 09/2019	Signed <i>Kelly Palfreyman</i>