



Mangotsfield Out of School Club

Safe Internet Use/ Social Networking Policy for Staff and Children

Mangotsfield Out of School Club recognises that the Internet is a useful resource for staff, parent/carers for purposes of information and registration forms.

Children at Mangotsfield and Lyde Green are not allowed to access the Internet at the Club. However Emerson Green children do have access via personal password control.

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 Play 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:

- 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.
- 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.

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

- Staff are reminded that they should not refer to any pupils in personal emails/ Facebook posts or any form of social networking
- Staff should not encourage children at the Club to use any sites at home that they are not authorised to do so- all such communication should take place via the parent/carer.
- Staff are asked to log any concerns over Computer misuse that they hear from the children with the Play Manager or leader.
- Mobile Pc's/ Tablets are not to be used on the Club premises unless authorised by the Play manager - Kindles permitted with authorisation of site supervisor.
- Any IT equipment that is the property of MOOSC should not be removed from the Club by any persons.
- Staff found to be abusing any of these policies may be subject to disciplinary action.
- Any Club Social media activity will be managed jointly by the Play Manager and the Committee on PC's which are the property of the Club.

This policy was adopted by:	Date: June 2019
To be reviewed: June 2020	Signed:  Kate Cole - Play Manager