

Use of the Internet

The Internet is a very useful resource to the Burrowmoor Out of School Club. It is used by staff researching for qualifications, sourcing useful information on play and craft activities to name only a few. Children also benefit from having access to the Internet for researching information for projects as well as following interests and hobbies.

Burrowmoor Out of School Club and the staff are aware that inappropriate websites must not be accessed by anyone using the Club's computers.

Parents and carers will be asked for signed permission before their child may use the Internet.

Staff must be vigilant when children are accessing the Internet. Burrowmoor Out of School Club will have the following safeguards:

It is explained to children and young people:

- What they should do if they encounter something inappropriate when using the Internet
- Never to give out personal information, which could lead to you or other individuals being identified
- Be aware that people are not necessarily truthful and may not be who they say they are
- Be aware that some people are prepared to spend a long time gaining the trust of young people
- Never arrange to meet anyone without the express knowledge and permission of a parent and carer who should accompany you
- Keep passwords responsibly
- Not to copy or delete others' work.

Burrowmoor Out of School Club will ensure that the following safeguards are in place:

- Filtered internet feed
- Staff will supervise the use of the internet
- The computers temporary internet files will be checked to monitor which sites are being accessed.

If a member of staff or child encounters something inappropriate whilst surfing the Internet:

- The child must tell a member of staff immediately
- The member of staff must notify the manager
- The incident should be recorded and signed by the parent
- Records should be stored in the staff or child's record.

Burrowmoor Out of School Club will ensure that the computer has an up to date virus checker and firewall.

Staff will not use the Internet for personal use during Club sessions unless the manager has given permission.

Any member of staff found accessing or allowing children and young people to access inappropriate websites will be subject the Clubs' Disciplinary Procedure.

This policy was adopted at a meeting of Burrowmoor Out of School Club
Held on (date) _____
Signed on behalf of the Management Committee/Proprietor _____
Role of signatory (e.g. chairperson etc.) _____
This policy was reviewed on _____ (date)
continue as necessary _____ (date)