



Safe Internet and ICT Use

Aim:

Venture Kids recognises that accessing the internet using Information and Communication Technology (ICT) is a useful resource for both staff and children, for purposes of research, homework and entertainment. However, it must be used with care to ensure that children are kept safe from exposure to harmful material.

For the purposes of this policy, ICT equipment includes laptops, tablet devices, mobile phones and handheld games consoles with recording and/or internet capabilities.

Internet:

- At Venture Kids, access to the internet is only with adult supervision and for a specific purpose. We do not have computers, laptops or any devices available for the children. We have chosen to have an electronic free club.
- If children bring ICT equipment of their own to the club, we require that they remain securely inside school bags and with the child's belongings until they leave the club.
- Should staff choose to use a device for a recipe, an activity idea or to access information regarding a particular event, this will be done so with approval of the manager and only for that sole purpose.
- Any use of laptops or technology by staff is done so beyond the access of children.

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in the setting.
- Setting telephone number should be given out to be used as an emergency contact for staff.
- For the purposes of school collections and outings, staff carry a basic mobile phone with no camera capability, should the need arise to contact a manager.
- Staff are allowed to use their mobile phones during breaks in the staff room.
- Staff may not use any camera facility on their mobile during a session.
- The setting's phone may be used by a manager to take photographs of the children to post weekly on the club's FB page. These are then deleted at the end of each week.

Social Networking sites

- Staff should at no times post anything regarding children, their parents/families or other staff at the setting.
- No photographs from the setting may be used, or ones which identify the setting or children from the setting.

- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Maintain professionalism whilst using social networking sites.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make their manager/owner aware.

During discussions about Safe Internet Use we follow the following guidelines for children:

- **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.

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Signed:	Date: