



## Internet Safety Policy

Inventors & Makers recognises that the Internet is a useful resource for both staff and children, for purposes of research and helping them with the class or workshop activities. However, the Internet must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with safeguarding and welfare requirements and the Prevent Duty.

Our teachers have read the DfE document Keeping Safe in Education and are updated when necessary as we are aware that safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

### **Parental permission**

When running a workshop or class in a school setting within the school day the class leader will not be responsible for ensuring parental permission has been received. This will remain the responsibility of the school and specifically the class teacher.

At an out-of-school setting, parents must inform the class leader if they do not want their child to access the Internet at the class or workshop. They should be aware that this may limit their child's participation in some of the activities.

### **Guidelines for children**

A printed copy of the **SMART** guidelines are reviewed and explained before children access the Internet during a class or workshop at an out-of-school setting.

- **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.

## Protecting children at an in-school setting

While undertaking a workshop or class within a school setting during the school day, the school and specifically the class teacher is responsible for ensuring their pupils follow the schools guidelines around internet safety and its use.

## Protecting children at an out-of-school setting

We have put in place the following safeguards to keep children safe whilst accessing the internet during classes at an out-of-school setting:

- A risk assessment has been undertaken.
- Parental controls have been activated on computers or tablets where possible.
- The computers and tablets are located so that the screens can easily be seen from the rest of the room.
- Staff keep a close eye on children and the sites that they are accessing when they use the Internet.
- The computers have an up to date virus checker and firewall installed.
- The computers' and tablets' browser histories are regularly checked to monitor which sites are being accessed. All staff and children are informed of this fact.

If, despite the safeguards Inventors & Makers has put in place, a child encounters harmful material on the Internet, or receives inappropriate messages, or experiences online bullying, during a class, the workshop leader 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**. The class leader will investigate how to prevent a recurrence of the incident.

If staff become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a **Logging a Concern** form and refer the matter to the our designated Child Protection Officer in accordance with our **Safeguarding Children Policy**.

## Virtual classes

A parent or other responsible adult who you designate, should monitor your child's participation in any virtual classes. Children interact with the teacher and sometimes other learners over group video chat or by posting and commenting in the chat box.

We encourage children to turn their videos on during our live online classes. However this is always optional and you should be aware that if you turn on your video during an online class, the other class participants will also see your child. We sometimes provide recordings of our classes to participants, however where this is the case we provide recordings of the teacher only.

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| This policy was adopted by Inventors & Makers | Date: 19 March 2020<br>Reviewed: 28th March 2024 |
| To be reviewed: 28th March 2025               | Signed: <b>Susie McAuley</b>                     |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Managing behaviour [3.52-3.53]*.