Meltham School's Out

Online Safety Policy

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Approved by:	Meltham School's Out Committee		
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1.0 Aims

The aim of this policy is to outline how Meltham School's Out is committed to reinforcing and promoting online safety, for both its staff and the children in its care.

2.0 Roles and Responsibilities

Meltham School's Out management are responsible for:

- Ensuring that this policy adheres to the guidance set out in Meltham CE School's most up-to-date Acceptable Use Procedure.
- Ensuring that club staff read, understand and follow this policy to keep the children and themselves safe.
- Recording all incidents concerning online activity and reporting them to the Designated Safeguarding Lead and/or the IT Administrator.

It is the responsibility of Meltham School's Out Staff to:

- Read, understand and follow this policy in order to keep the children and themselves safe.
- Ensure that their online activity remains professional, legal, and does not put their own reputation - or the reputation of the club – into disrepute.
- Follow the guidance as set out in Meltham CE School's Acceptable Use Procedure.

3.0 Policy

3.1 Commitment to Online Safety

Meltham School's Out recognises that the internet is a useful resource for both staff and children, for purposes of research, homework, entertainment and social interaction. However,

it must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with the EYFS Safeguarding and Welfare Requirements and the Prevent Duty. Due to its nature as a 'play-based setting', the emphasis at Meltham School's Out is 'offline play'; focusing more on outdoor, imaginative, creative and strategic play. Online resources are used by staff; therefore, it is still important to acknowledge, manage and monitor the risks associated with internet usage, which is done by staff undertaking online safety training.

3.2 Keeping Children Safe Online
Although Meltham School's Out is an 'offline' setting, it is still important to reinforce the importance of keeping safe online; whatever the context. Online SMART guidelines are displayed in the club room, along with additional tips on how children can keep themselves safe online:
• 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.

3.3 Social Media
Meltham School's Out recognises that staff enjoy networking with friends and family via social media, however this must be balanced against the duty to maintain confidentiality, and maintain their own and the club's reputation. As stated in Meltham CE School's Acceptable Use Procedure:

Care should be taken that comments made on a social network site, website or app do not relate to or identify the school, staff or pupils as this could result in disciplinary action. It is also important that photographs and descriptions of activities in the personal life of staff do not adversely affect the professional reputation of staff or the school. Staff should be aware that even if they have used the privacy settings, they may not be able to prevent material becoming public due to the risk of republishing by someone else.

3.4 Club Posts on Social Media
The club recognises the value and usefulness of social media to communicate with parents/carers about what activities their child/ren have been engaging with whilst at the club, as well as any general day-to-day information about the club (closures, snow days, etc.) The club's social media platforms are set to the highest privacy settings and 'follower' and 'friend' requests are accepted at the manager's discretion. Photographs of children are only posted onto social media platforms in accordance with the 'Photograph and Communication Consent Form' that parents/carers complete and sign as part of the Application Pack when their

child/ren first join the club. Any photographs posted onto social media do not include names or any other personally identifiable information.

If parents/carers raise any issues relating to their child/ren or the club that is posted online, they are invited into the club to discuss the matter in person, rather than via the social media platform concerned.

Any member of staff who posts content or comments that breach confidentiality or the Acceptable Use Procedure face disciplinary action in line with the relevant policies and procedures.

3.5 Use of Mobile Phones and Cameras

Only the club phone is used during sessions to send and receive text messages, phonecalls and to take photographs. Photographs are only taken of children once the club has received the appropriate consent from parents/carers. Staff are not permitted to use their mobile phones in the club room or during club hours when children are present. Parents/carers are not permitted to use their mobile phone or any other personal device whilst in the club room.