



## Internet Safety Policy

### General

Study Right Learning Centre recognises that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. However, at the centre all resources and materials are provided for by the staff and therefore no student has access to the internet on the Study Right premises.

If in cases of emergency, the student needs to access the internet this will be supervised by a staff member.

### Guidelines for Children

A printed copy of the SMART guidelines are displayed in the premises. The guidelines are explained to any children wishing to access the internet:

- *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

We have put in place the following safeguards to keep children safe whilst accessing the internet on the Centre's computers:

- A risk assessment has been undertaken
- Parental controls have been activated on all computers accessible to children:
  - Google Safe Search Filtering is turned on
  - YouTube Restricted Mode is set to on
- The computers 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' 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 the centre has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the Centre's computers, the manager will be informed and the incident will be noted on an **Incident Log** in the child's file. The manager will investigate how to prevent a reoccurrence of the incident.

If staff at the centre 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 Centre's designated Child Protection Officer in accordance with our Safeguarding Children Policy.

### Related Policies

Safeguarding Children Policy and Social Media Policy.

*[Written in accordance with the Safeguarding and Welfare Requirements: Introduction [3.2]; Child Protection [3.6]]*