

Fun Five E-Safety Policy

Definition of E-Safety

The purpose of this policy is to ensure that all staff, Parent/Carer(s) and governors understand and agree the clubs approach to e-safety (electronic). E-safety relates to the education of using new technology responsibly and safely, focusing on raising awareness of the core messages of safe content, contact and commerce when using technology. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM) and viruses and spam.

There are a number of key risks to using new technologies, including:

- Physical danger
- Sexual abuse
- Bullying
- Identity theft
- Illegal behaviour
- Exposure to inappropriate content
- Obsessive use of ICT
- Copyright infringements

The importance of internet and digital communications

The internet is an essential element in 21st century life for education, business and social interaction.

The clubs e-safety policy will operate in conjunction with other policies including:

- Behaviour Management
- Anti-Bullying
- Child Protection
- Data Protection
- Health and Safety.

These policies are set out in separate documents and are reviewed regularly. Sanctions for the misuse of technology are consistent with sanctions for other inappropriate behaviours.

The purpose of this policy is to:

- Through consultation with children and staff establish the ground rules we have for using the Internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate children about the benefits and risks of using technology and provides safeguards and awareness for users, to enable them to control their online experience.
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.

- Understand that accessing inappropriate sites accidentally is not something to feel guilty about and that any such incident should be reported to staff immediately.
- Staff professional development through access to national developments and training opportunities.
- The school Internet access is designed by Iteach and it includes filtering appropriate to the content and age of children.
 - Children will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- The club will ensure that the use of Internet derived materials by staff and children complies with copyright law.
- The Headteacher and the ICT co-ordinator take overall editorial responsibility and try to ensure that content is accurate and appropriate.

Publishing children's images

- Parent/Carer(s) will be clearly informed of the club policy on image taking and publishing.
- Staff and trainees will not use personal cameras or mobile phones.
- Permission from Parent/Carer(s) is obtained before photographs are taken.
- Children's full names are not used anywhere on the Web site or other online space.
- Children will not be allowed to access social networking sites.
- Children will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Children and Parent/Carer(s) will be advised that the use of social network sites outside of the club brings a range of dangers for primary aged children.
- If staff or children come across unsuitable on-line materials, the URL address and content must be reported to the Internet Service Provider via the ICT/ safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable
- Technologies such as mobile phones are not allowed in school.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. The mis-use of Technology- E-Safety complaints. Prompt action is required if a complaint regarding the inappropriate use of the internet is made. The facts of the case need to be established, for instance whether the Internet use was within or outside club.

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the headteacher. Complaints of a child protection nature must be referred to the named person and dealt with in accordance to club child protection procedures. Children and Parent/Carer(S) will be informed of consequences for children misusing the Internet.

Other situations could potentially be serious and a range of sanctions are in place, linked to the club Behaviour and Management Policy. Parent/Carer(s) and children will need to work in partnership with staff to resolve issues. As with other safeguarding issues, there may be occasions when the police must be contacted. All staff (or persons not employed by the club who are likely to have access to the schools ICT systems) must read and sign the e-safety policy.

Staff should be aware that network and internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. A list of users is recorded by the school. Staff should also be aware that at home use of social networking sites requires selected contacts between adults and no contact with children attending St John Lloyd School/Fun Five. The monitoring of Internet use is a sensitive matter. Staff will not use personal digital cameras or mobile phones to take images of children, but use the IPad/ cameras allocated. Staff should be aware of the danger of using home gaming networks, such as X box 360 which do not require a password as information can unwittingly be passed to strangers.

Parent/Carer(s) Responsibilities

Internet use in children's homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless Parent/Carer(s) are aware of the dangers, children may have unrestricted access to the Internet.

The club will offer advice to families on strategies available to control and monitor internet use at home.

Parent/Carer(s) are also advised to check if children's use elsewhere, such as libraries, is covered by an appropriate use policy.

Internet issues will be handled sensitively, and Parent/Carer(s) will be advised accordingly.

This Policy was reviewed 2026

Legislation -racial and religious hatred act 2006 -Criminal Justice Act 2003 -Sexual offences act 2003 -Communications Act 2003 (section 127) -Data Protection Act 1998 -The Computer Misuse Act 1990 (sections 1-3) -Malicious Communications Act 1998 Copyright, Design and Patents Act 1988 Education And Inspections Act 2006

Monitoring Evaluation and Review

The club will take all reasonable precautions to prevent access to inappropriate material. However due to the international scale of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to our school network. Neither the Fun Five Club nor Cardiff Council can accept liability for any material accessed, or any consequences of Internet access.