



## Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

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Website: <https://tinyurl.com/Dunkirk-Fun-Club>



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## Dunkirk Fun Club: Wraparound Childcare Policies

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### 35. Internet Safety Policy

**The internet is an incredible resource for children to access, support for their homework, chatting to friends etc, but it can also be a very dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away financial information. They can also be vulnerable to on-line grooming by paedophiles.**

Dunkirk Fun Club offers children the opportunity to use the computer, iPad and the internet, subject to a range of safety measures:

- filters on the computers that block out most inappropriate material
- children are not permitted to go into chat rooms
- staff monitor the websites children are using
- staff check the history on the computer regularly
- a range of age/ability appropriate games have been installed
- access to work undertaken during school time
- access to Athletics
- staff discuss with the children about the importance of keeping safe on line, e.g. not forwarding on chain letters, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell staff or their parents if they are worried about anything and to never arrange to meet anyone they have spoken to online.
- Social media policy is followed
- Mobile phone and camera use policy is followed

Parents/carers have the option to refuse their child access to computers/internet whilst at the club when completing the admissions form

The amount of time that each child is at the computer is limited to ensure that they spend a balance of time engaged in ICT and other activities.

There are some excellent websites that provide advice on internet safety aimed at both parents/carers and children of different ages, including videos to watch and quizzes.

REGISTERED CHARITY NUMBER:  
1200188



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Supported by the Early Years Team  
at Nottingham City Council

## **Acceptable Use Statement**

The computer system is owned, in conjunction with fun club, by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school and club recognises that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The purpose of Internet access within the school and fun club is to raise educational standards, to support the professional work of staff and to enhance the school's and club's management information and business administration systems.

The installation of software or hardware unauthorised by the school or fun club, whether legitimately licensed or not, is expressly forbidden.

The school and fun club reserve the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All members of staff, students on placement, supply teachers etc must be given a copy of this policy statement before a system login password is granted. All children must be made aware through class/club discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

## **Internet Access Policy Statement**

All Internet activity should be appropriate to staff professional activities or the children's enjoyment and learning.

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;
- The Internet may be accessed by staff and children throughout their hours in club.
- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.
- Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded.
- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights.
- Use of materials stored on the school's network for personal financial gain is excluded.
- Posting anonymous messages and forwarding chain letters is excluded.
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.

- Children must not be given unsupervised access to the Internet. For the purposes of this policy, “supervised” means that the user is within direct sight of a responsible adult.
- The teaching of Internet safety is included in the school’s ICT Scheme of Work, but all teachers/staff within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school’s computer systems.
- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.
- Staff who use email and social networking sites must be vigilant to ensure that any information they post to these sites does not reflect on the school/club either by casual comment or in a defamatory way. Staff should not conduct email contact with children at the school/club unless this has been specifically authorised by the head teacher/fun club manager in conjunction with the child’s parent/guardians

## **Internet and System Monitoring**

The school’s/club’s access to the internet is controlled through the EMBC servers and associated filter system. Attempts to bypass this filter are not allowed.

Breaches of Internet Access Policy by staff will be reported to the Headteacher/fun club manager and will be dealt with according to the school’s/club’s and LA’s disciplinary policy, or through prosecution by law.

## **Internet Publishing Statement**

The school/fun club wishes the school’s/club’s web site to reflect the diversity of activities, individuals and education that can be found at Dunkirk Primary School and Dunkirk Fun Club.

However, the school and club recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child’s own verbal consent; (See pro forma)
- Surnames of children should not be published, especially in conjunction with photographic or video material;
- No link should be made between an individual and any home address (including simply street names);
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in any doubt at all, refer to the person responsible for child protection.

## **Use of Portable Equipment**

The school and club provides portable ICT equipment such as laptops, Ipads, computers, colour printers and digital cameras to enhance the children’s education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer/lpad and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT co-ordinator.
- Certain equipment will remain in the care of the ICT co-ordinator and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the appropriate storage area.
- Equipment such as laptop computers/lpads are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school/club premises. Please check the current insurance arrangements for the school/club if staff need to take their laptop/lpad away from home.
- Fun Club staff are not permitted to take ICT equipment home, unless arranged with the headteacher/fun club manager.
- Any costs generated by the user at home, such as phone bills, printer cartridge etc, are the responsibility of the user.
- Where a member of staff is likely to be away from school/club through illness, professional development or maternity leave, arrangements must be made for any portable equipment in their care to be returned to school/club.
- In the event of illness, it is up to the school/club to collect the equipment if the individual is unable to return it.
- The use of USB pens to transfer files from home to school or fun club is allowed but staff must ensure that they have up to date and adequate virus protection at home and that the pen drives are scanned regularly.
- Staff may install software on laptops to connect to the Internet from home. If in doubt seek advice.
- No other software, whether licensed or not, may be installed on laptops/lpads in the care of teachers/staff as the school and club do not own or control the licences for such software – unless prior permission is obtained from the head teacher/fun club manager.

***Date of review/update and sent to the Board of Trustees for ratification: 18.10.22***

***Signed by Jamie Curtis, Manager***

***Date of ratification: 28 October 2022***

***Signed by Dunkirk Fun Club Trustees***

***Next review date: October 2023***