

Smartkidz Play and Learn recognises that the Internet is a useful resource for both staff and children, for purposes of research, homework, and entertainment. However, we minimise the amount of screen time that the children have access to within club.

A copy of the **SMART** guidelines will be printed out and displayed in an appropriate place within the club. The guidelines will be 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.

#### **We have put in place the following safeguards:**

- A risk assessment has been undertaken.
- Staff will supervise the use of the Internet.
- The computer has an up-to-date virus checker and firewall installed.
- Google Safe Search Filtering is turned on; children are encouraged to use a child-safe search tool.
- The computer's browser history is regularly checked to monitor, which sites are being accessed and all staff and children are informed of this fact.
- Children should not be given access to staff phones, iPad or laptops (including club laptop used for administration)

#### **Social media**

Smartkidz Play and Learn recognises that many staff enjoy networking with friends and family via social media. However, we have to balance this against our duty to maintain the confidentiality of children and parents attending our Club, as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for our Club both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

- Twitter
- Facebook
- YouTube
- Tumblr
- Personal blogs and websites
- Comments posted on third party blogs or websites
- Online forums

## Social media rules

When using social media sites, staff must not:

- Post anything that could damage our Club's reputation.
- Post anything that could offend other members of staff, parents or children using our Club.
- Publish any photographs or materials that could identify the children or our Club.
- Accept invitations from parents to connect via social media (eg friend requests on Facebook) unless they already know the parent in a private capacity.
- Discuss with parents any issues relating to their child or our Club. Instead invite the parent to raise the issue when they are next at the Club, or to contact the Manager if the matter is more urgent.

Any member of staff who posts content or comments that breach confidentiality or which could harm the reputation of our Club or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our **Staff Disciplinary policy**.

## General cautions for using social media

When using social media in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever

If, despite the safeguards that Smartkidz Play and Learn has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the club's computers, the manager will be informed, and the incident will be noted on an incident record in the child's file. The parents will be asked to sign the incident record. The manager will investigate how to prevent a reoccurrence of the incident.

If staff at Smartkidz 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 concern form and refer the matter to the club's designated child protection officer in accordance with our safeguarding (child protection) policy.

**Smartkidz play and Learn social media pages ad website.**

To help with advertisement and to allow parents to keep updated about Smartkidz, we use the following.

- Facebook - [www.smartkidzplayandlearn.com/smartkidzplayandlearn](http://www.smartkidzplayandlearn.com/smartkidzplayandlearn)
- Twitter- [www.twitter.com/smartkidzpl](http://www.twitter.com/smartkidzpl)
- Instagram – [www.instagram.com/smartkidzplayandlearn](http://www.instagram.com/smartkidzplayandlearn)
- Website ([www.smartkidzplayandlearn.co.uk](http://www.smartkidzplayandlearn.co.uk))

**To keep children and staff safe we use the following steps:**

- Only children, who have given consent via registration form, will be shown on Smartkidz website and social media page.
- Staff will keep social media pages updated regularly and all content should be checked before publishing.
- Smartkidz Website is managed by Verysimplesites.co.uk and overseen by Adam Smart, who will do their best to remove any out-of-date documentation.
- Staff using and accessing these will follow the above policy and procedures.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 