Apollo After School Club

Safe Internet Use

Apollo After School Club recognises that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. 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.

Parental permission

Children will only be allowed to access the internet at the Club if their parent or carer has given written permission.

Guidelines for children

A printed copy of the **SMART** guidelines (see below) are kept next to the computer. 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 Club's computers:

- A risk assessment has been undertaken.
- Parental controls have been activated on all computers accessible to children:
  - Google SafeSearch 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 Club 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 child's parent will be asked to sign the **Incident Record**. The manager will investigate how to prevent a reoccurrence of the incident.

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

E-Safety and Children's Screen Use

At Apollo After School Club, we recognise that technology forms part of children's everyday lives and can support learning when used appropriately. We are committed to ensuring that all children use technology safely, responsibly and in a way that promotes their wellbeing and development.

Apollo After School Club, has regard to the Department for Education's guidance on children's screen use in early years settings. Any screen use within the setting will be carefully considered and balanced across age ranges. For our youngest children, screen time will be limited, purposeful and support children's overall development. Screen use will not replace high-quality interactions between adults and children or opportunities for play, physical activity, outdoor experiences, storytelling and social interaction. Staff will ensure that any use of technology is age-appropriate, supports children's wellbeing and development, and promotes the safe and responsible use of technology.

Any use of screens within the setting will be limited, purposeful and carefully planned, with a clear educational or developmental aim. Screens will never replace high-quality interactions between children and adults, active play, outdoor experiences, creative activities, storytelling or social interaction.

Staff will always supervise and co-engage with children when screens are used. Children will not be left to use digital devices independently, and all content will be checked in advance to ensure it is age-appropriate, free from advertisements where possible, and suitable for the children's stage of development. Fast-paced, overstimulating or inappropriate content will not be used.

Children with SEND or English as an additional language may need a more tailored approach when it comes to screen use.

Technology may be used to help children learn about the digital world in an age-appropriate way, including how to use technology safely. Any use of digital devices for communication with parents or administration will comply with data protection requirements and will not reduce staff interaction with children. Personal mobile phones and electronic devices will be used in accordance with our safeguarding procedures.

At Apollo After School Club, we ask ourselves:

- Is the screen use necessary? Are there other methods or resources you could use instead?
- What is the clear rationale for using a screen?
- How does it extend and enhance learning/development, rather than replace the educator's role?
- How can you ensure children are interacting in screen use and not passively using or watching it?
- How will you discuss the content with children?
- Is the content designed and appropriate for early years children?
- How can you introduce movement and physical activity?

- Are there any safeguarding risks around the device or content you're thinking of using? Has it been effectively checked?

Related Policies

See also: Safeguarding Children Policy, Social Media Policy, Mobile Phones policy

This policy was updated and adopted by: **Apollo Youth Club**	Date: August 2026
To be reviewed: July 2027	Signed: Jackie Daniel, Chair

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safeguarding [3.4 – 3.6, Children's screen use [3.94].*