



Wingbats Safe Internet Use

Wingbats 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.

Guidelines for children

These 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 do not know. They can contain viruses or nasty messages.
- **Reliable:** Not all 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

To promote the welfare and safeguarding of children attending our club, staff and the Management Committee should be doing all they reasonably can to limit children's exposure to risks from the school's IT system. They should ensure West Byfleet Infant School has appropriate filtering & monitoring systems in place and regularly review their effectiveness. Staff should have an awareness of the provisions in place and manage them effectively and know how to escalate concerns when identified.

The school filtering & monitoring systems are informed by the risk assessment required by the Prevent Duty 39 and should:

- identify and assign roles and responsibilities to manage filtering & monitoring systems
- review filtering and monitoring provision at least annually
- block harmful and inappropriate content
- have effective safeguarding strategies in place to meet safeguarding needs

Internal systems are set up to ensure continual review and improvement of protocols and procedures within school and external providers regarding filtering and monitoring.

Additional guidance on 'appropriate' filtering & monitoring can be found at: UK Safer Internet Centre:

<https://www.saferinternet.org.uk/advice-centre/teachers-and-schoolstaff/appropriate-filtering-and-monitoring>.



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 laptops, the manager will be informed and the incident will be noted in the **Incident Book**. 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 Wingbats become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown material by a third party, they will complete and **Logging a concern** form and refer the matter to the Club's Designated Safeguarding Lead (DSL) in accordance with our **Safeguarding Children Policy**.

Related Policies

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

This policy was adopted by: Wingbats	Date: February 2026
To be reviewed: February 2027	Signed: Zena Barclay-White

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Safeguarding [3.4 – 3.6]