HALESBURY SCHOOL

SAFEGUARDING YOURSELF

PERSONAL USE OF SOCIAL NETWORKING SITES

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents		✓	
Website		✓	
Local Authority		✓	

Responsibility of	Headteacher
Review frequency	annual
This version agreed	Reviewed November 2017 signed by COG
Next review date	November 2018

10. Safeguarding Yourself – Personal use of social networking sites

Due to the increasing personal use of social networking sites, employees and volunteers within the workforce should be aware of the impact of their personal use upon their professional standing.

In practice anything posted on the internet will be there forever and is no longer in your control. Remember when something is on the internet even if you remove it, it may have already been "snapshotted" by a "web crawler" and so will always be there. Current and future employer's server users may see this. Keep all professional work completely separate from your private life.
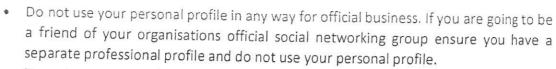
The following, in addition to the above, will help safeguard staff from allegations and protect employee's privacy as well as safeguard vulnerable groups.

Failure to comply with the following may result in organisations taking disciplinary action.

- Social networking sites such as Facebook have a range of privacy settings which are often set up to expose your details to anyone. When 'open' anyone can find you from a search of the social networking site or even from a Google search. Therefore, it is important to change your setting to 'just friends' so that your details, comments, photographs can only be seen your invited friends. However, always remember anyone who can access your site can potentially copy and paste your comments into the public domain making it visible to all.
- Have a neutral picture of yourself as your profile image.
- Do not post embarrassing material or comments that may call into question about your employment status.
- Do not accept friendship requests on social networking or messaging sites from students, pupils, young people (or their parents) or vulnerable adult service users that you work with. For those working with young people remember that ex pupils may still have friends that you may have contact with through your work with the organisation.
- Do not accept friendship requests unless you know the person or want to accept them – be prepared that you may be bombarded with friendship requests from people you do not know.
- Choose your social networking friends carefully and ask about their privacy controls
- Exercise caution, for example, on Facebook if you write on a friends "wall" all of their friends can see your comment even if they are not your friend.
- There is a separate privacy setting for Facebook groups and networks. You may have your own profile set to private, however, when joining a group or a network please be aware that everyone in that group or network are able to see your profile.
- If you have younger friends or family members on your social networking groups who are friends with student, pupils, young people (or their parents) or service users that you work with, be aware that posts that you write will be visible to them.

- Do not use your personal profile in any way for official business. If you are going to be a friend of your organisations official social networking group ensure you have a separate professional profile and do not use your personal profile.
- Do not use your work contact details (email or telephone) as part of your personal profile.

Date Reviewed: ~~September~~ November 2017

P. Stevenson   Chair of Governors

20 / November 2018   P. Stevenson.