

Social Networking Responsibilities Guidance to all Staff (Ref ER 17)

Purpose of guidance	<ul style="list-style-type: none"> • Is to support the safeguarding of yourself, the iCollege services and all within them. It is based on the professional responsibilities required to work in education. • It has been written to help you consider the implications of what you do electronically. For example, the possibility of compromising situations to yourself and the services, potential 'grooming' situations, confidential information being made public etc. • Remember You could lose your job! • Remember that friends of friends of friends.....of friends can gain access to your material.
Do	<ul style="list-style-type: none"> • Maintain the security of your profile and be aware who has access to your information if you use a social networking site • Consider the appropriateness of information that you volunteer about yourself • Consider the appropriateness of photographs of yourself
Don't	<ul style="list-style-type: none"> • Use a work PC or laptop for personal social networking • Add photographs of school events • Comment on incidents that occur within the iCollege Service • Give detail or talk in a negative way about the iCollege Service • Add current students as 'friends' and consider the appropriateness of keeping in touch with past pupils
Additional Information	<ul style="list-style-type: none"> • If an ex-employee is found to be bringing iCollege into disrepute via social networking then West Berkshire legal team will be informed. • If a student on roll with the iCollege are found to be 'friends' with a member of staff from their previous school, then the Headteacher of that school will be informed. • WBC Social Networking - Advice for Schools copy on SharePoint

Keeping Children Safe in Education

All staff with the iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes protecting children from maltreatment; preventing impairment of children's Mental and Physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes

Change Record					
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Monitoring of policy	Review
V4	Email approved 8.12.17		Created 25.8.10. Modified Sept 2015. Adapted from PRU version	SWC Safeguarding Governor	Dec 2017
V4.1		Approved	Dates and KCSIE	SWC Safeguarding Governor	Dec 2019
V4.2			Dates and KCSIE		Dec 2020

Approved by:	Management committee Dec 17- minor updates Dec 19.
Signed:	Esigned
Print name:	Karen Reeve
Position:	SWC chair
Date:	17 Dec19
Review date:	Dec 2022