

E-Safety Policy

The College is committed to ensuring that clear professional boundaries are maintained between staff and students and this document sets out guidelines to be followed when in contact using technology - over the internet, telephone or any other similar means of communication - outside of college. It should be recognised that this guidance is not intended to be a barrier to staff experimenting with technology and using new methods of communicating with students for professional purposes. These developments are encouraged and the guidance is intended as a protection rather than a constraint.

It should be noted that the statements set out below are intended to provide staff with guidelines but do not cover all eventualities. Professional judgement should still be exercised in all cases and the Staff Code of Conduct followed.

Guidelines

- 1) Staff must not enter into or maintain contact of a personal nature (i.e. not related to professional purpose) with any student through a social networking site, email account, or other internet communication facility. Privacy settings should be maintained at a high level of restriction to ensure personal information/images cannot be accessed via social media such as facebook.
- 2) Staff must not make their home or mobile telephone number known to any student unless they have first registered this distribution with the Safeguarding Designated Person.
A small number of college mobile phones have been purchased for discrete occasions such as trips and events that would require staff and students to have contact via mobile phone.
- 3) If a member of staff becomes aware that any student has acquired inappropriate access to their personal account on a social networking site, email system, or other internet communication facility they must exclude them immediately and report the intrusion to the Safeguarding Designated Person at Wyke at the earliest opportunity.
- 4) If a member of staff becomes aware that any student has acquired their home or mobile telephone number they must inform the Safeguarding Designated Person at Wyke at the earliest opportunity.
- 5) When a member of staff reports that a student has acquired a home or mobile telephone number, the Designated Safeguarding Person will instruct the student's tutor to explain to the student that they must not use this number and why they must not use this number and that their parent/guardian(s) will be informed that this has been explained.
- 6) Staff to be aware that the creation and distribution of images/photographs of a sexual nature is an offence which may be punishable in law and is illegal where involving a child under the age of 18. If received report immediately.
- 7) Staff will need to be vigilant of the threat of extremism and the potential of radicalisation via social media and other forms of communication and to report such concerns to the Designated Safeguarding Person.

Related documents

Staff Code of Conduct
Safeguarding Policies and Procedures
Disciplinary Procedure



EQUALITY IMPACT ASSESSMENT

Policy, procedure, practice or strategy:	E-Safety Policy		
Person responsible:	JD	Date:	8/5/15
Briefly describe the aims, objectives & purpose of this policy, procedure, practice or strategy.	Safeguarding staff with regard to professional boundaries. Recognition of duties in aspects of Prevent.		
	Please ensure the following characteristics are considered when assessing the questions below along with any others you feel to be relevant: Gender, Sexuality, Transgenderism, Age, Race, Religion/belief, Disability, Marital/Civil partnership status, Pregnancy or maternity. Responses may be based on learner and staff data, complaints, feedback, research, student/staff surveys and/or professional judgement.		
Is there potential, or opportunity that the proposed policy, procedure practice or strategy will affect any groups adversely (including possible discrimination)? Please include any equality concerns expressed during consultation.	No		
Is there potential for, or evidence that the proposed policy, procedure or practice either promotes or fails to promote equality of opportunity for all and good relations between different groups?	No		
If any action is required as a result of this screening exercise please note them, along with any mechanisms for reviewing the impact of the policy, procedure or practice.	None		

