

Safeguarding Bulletin

28th November 2024

Staff Digital Footprint and Online Safety

What is my online reputation?

Your online reputation is the perception, estimation and opinion that is formed when you are encountered online. This could be when someone visits your social networking profile, but could also be when anyone reads a comment you posted on another profile. It could also be when someone sees your online photo albums or an image with you in it, indeed any instance or reference of you that either you posted or someone else did - what your digital footprint says about you.

No information regarding school or students should be posted online, unless via the school system.

Staff should not post comments, images or statements online that could hinder the school reputation, or bring to school under disrepute. This could result in a termination of employment.

What can I do to safeguard myself? *Strategies for managing your online reputation*

- **Think before you post anything:** how might others perceived that information?
- **Appropriate language and behaviour:** consider how others may interpret your words, especially if you use abbreviations
- **Protect your passwords:** don't disclose those to others. The stronger the password the better!
- **Testing your privacy:** use privacy settings on services such as Facebook. It may be useful to turn on Timeline Review and see how your profile looks to others.
- **Think about the posts others can share of you:** are you happy for others to have full freedom of sharing opinions and images? It may be an idea to turn on notification settings that require you to approve posts that include you before they are shared online

School Protocol:

- Do not accept friend requests on social media from students or parents. *Log all requests on CPOMs.*
- Ensure all communication with students and parents is transmitted through the school network system. ***Never use social media or private messaging to communicate.***
- If you receive communication from students or parents via social media, **do not reply.** Log this on Cpoms under the category "Social Media." Dependent of the reason for contact, you may follow this up via the correct channels where appropriate.
- Report any communication attempted via social media to the DSL / Safeguarding Team

Raising concerns:

If you suspect a student has accessed your private information online, you must inform the DSL who can advise the next steps appropriately. This must also be recorded on CPOMS, in line with the advice given. You should never look at the content of a student's phone. Concerns regarding the content of a student's phone should be reported in line with protocols around mobile phones.

Whistleblowing Policy

If you have concerns regarding a member of staff, please refer to the Schools Whistleblowing Policy. Any concerns should remain confidential and be reported to the DSL/Headteacher.

School Safeguarding Team

Dawn Hindmarch – Designated Safeguarding Lead
Jackie Reynolds – Deputy Safeguarding
Jill Gray – Deputy Safeguarding
Chris Knox – Safeguarding Governor

All staff are requested to complete the additional training through The National College, using the following link:

<https://nationalcollege.com/webinars/online-sexual-abuse-strengthening-safeguarding-measures>