



ACCEPTABLE USE POLICY STAFF RESOURCES & AGREEMENT

At Great Oaks Small School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Great Oaks Small School take precautions to protect themselves both professionally and personally online. We request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
 - All members of staff are strongly advised in their own interests to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
 - Content shared online cannot be guaranteed to be "private" and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.
- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute and does not undermine professional confidence in our abilities.
 - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.
- All Staff be careful when publishing any information, personal contact details, video or images online.
 - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully.
 - Ensure that the privacy settings of the social media sites you use are set appropriately.
 - Consider if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.
- Do not accept students (past or present) or their parents/carers as "friends" on a personal account.
 - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.

DfE: 886/6093 Charity Commission: 1105559 A Limited Company, registered in England No. 5189339

Please note when visiting: we have staff and students who are allergic to fragrances e.g. perfume, aftershave, body sprays etc

- If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Lead (Julie Kelly, Head Teacher).
- Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community. To ensure communication continuity, notification of all correspondence prior to contact with students or parents/carers must go via the School Office.
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- If you are concerned about a child's wellbeing or online behaviour, please speak to the Designated Safeguarding Lead (Julie Kelly) or Deputy Designated Safeguarding Leads (Andy Crane, Rebecca Taylor, Kerri Baker). If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the Head Teacher (Julie Kelly) and/or chair of trustees (Clive Best). Should an incident you are concerned about involve the Head Teacher, the Chair of Trustees, Clive Best must be contacted.
 - If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead or chair of trustees then we request you follow our Whistleblowing procedure.
- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead (Julie Kelly, Head Teacher).

Documents called "Cyberbullying: Supporting School Staff" (childnet), "Cyberbullying: advice for Head Teachers and school staff" (DfE) and "Safer professional practise with technology" (KSCB) are available on the Safeguarding noticeboard in the staffroom to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com/teachers-and-professionals/for-you-as-a-professional
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk
- www.kscb.org.uk/guidance/online-safety

Additional advice and guidance for professionals is available locally through the Education Safeguarding Service or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the Staff Behaviour Policy could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

If you are participating in online activity as part of your capacity as an employee of the school, we request that you:

- Be professional and remember that you are an ambassador for the school. Disclose your position but always make it clear that you do not necessarily speak on behalf of the school.

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- Be responsible and honest and consider how the information you are publishing could be perceived
- Be credible, accurate, fair and thorough.
- Always act within the legal frameworks you would adhere to within school, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Be accountable and do not disclose information, make commitments or engage in activities on behalf of the school unless you are authorised to do so.
- Always inform your designated safeguarding lead (Julie Kelly – Head Teacher) or Deputy DSL's (R=Andy Crane, Rebecca Taylor and Kerri Baker) of any concerns such as criticism or inappropriate content posted online.

Please read the school's Acceptable Use Policy for Staff and return the completed slip below to the school office.

Please speak to me if you have any queries or concerns regarding this.

Yours sincerely,

Julie Kelly

Head Teacher

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Please complete this slip and return to the school office.

I have read, understood and agreed to comply with Great Oaks Small School Acceptable Use Policy

Name:

Signed:

Date: