



what to do

Be aware of your school's whistle blowing policy if you have concerns or worries about colleagues.

Report any concerns regarding a child, parent or colleague to the Designated Person.

If it is regarding the headteacher inform another member of the senior leadership team or the Chair of Governors for your school.

The headteacher may contact children's

services social care or the police with concerns about children/young people or parents/carers

(Social Care 0191 566 1500)

(Police 0191 454 7555)

The headteacher will contact the LADO with concerns about a member of staff.

(LADO 0191 566 1635)

if you need to report

Please ensure that you have read and signed your setting's:-

- Guidance for Safer Working Practices Document for Adults who work with Children and Young People
- ICT Acceptable use policy for adults

Please also ensure that you have read your setting's:-

- Safeguarding Children Policy
- Photography policy
- Whistle blowing policy
- Safer recruitment policy

Further websites for staying safe online for children, parents and staff can be found at:

www.thinkuknow.co.uk

www.ceop.police.uk

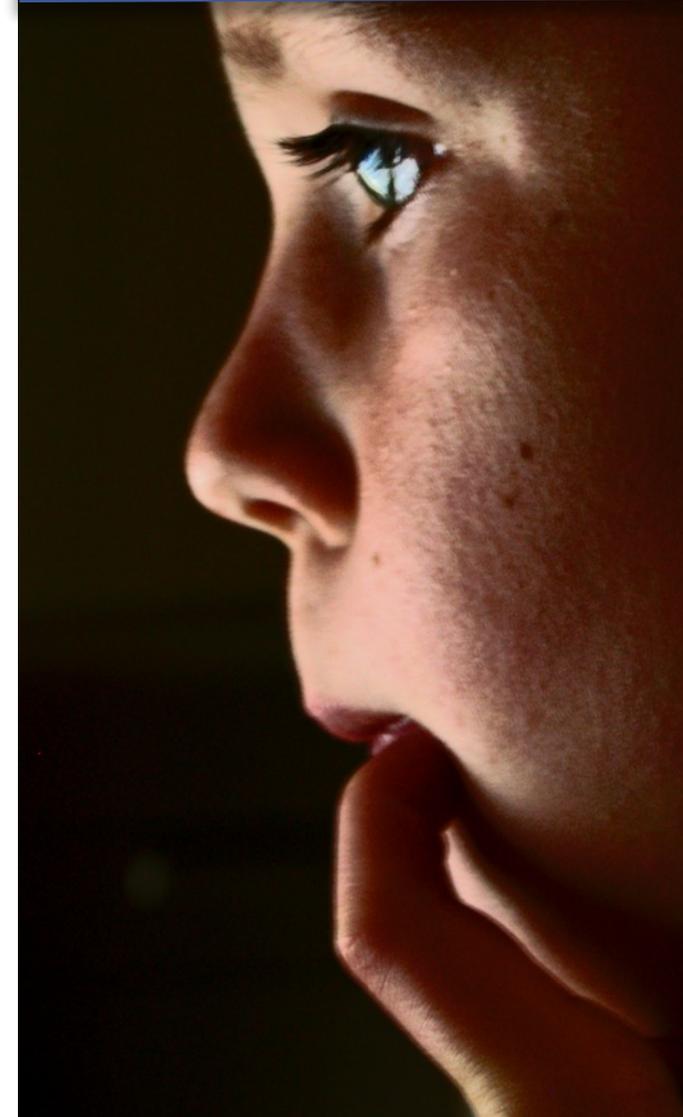
www.childline.org.uk/safesurfing



**Sunderland
City Council**

Bunnyhill Centre
Hylton Lane
Downhill
Sunderland
SR5 4BW

E-Safety Guidance For Professionals Working With Children



**Sunderland
City Council**

**Education
Safeguarding Team**

Tel: 0191 561 2250

communication with children and young people

Any communication between children, young people and adults should take place within clear and explicit professional boundaries.

Adults should:

- Not give their personal contact details to children or young people (e.g. mobile telephone numbers, personal email addresses)
- Inform the headteacher immediately if they are contacted by a child/young person through any personal means.
- Only use equipment e.g. mobile phones provided by the school to communicate with children/young people, making sure parents have given permission.
- Only make contact with children/young people for professional reasons in accordance with the school's communication policy.
- Recognise that text messaging is rarely an appropriate response to a child in crisis and should only be used as a last resort.

Everyone should be aware that inappropriate use of the Internet and social networking sites could lead to disciplinary action against you.

social networking

Top tips

Adults should:

- Not use the Internet or electronic communication channels to send personal messages to a child /young person.
- Be mindful that you are in a notifiable position keep yourself safe and remain professional.
- Not use social networking sites to complain about or criticize schools, colleagues, children, young people or their parents or carers.
- Not accept children/young people as friends online.
- Ensure that privacy settings are set as high as possible. So that friends only can find you on Facebook.
- Manage your friends list so as not to risk connecting to adults who may have young people they work with as friends
- Reduce the possibility of being cyber bullied by not sharing any personal information about themselves.
- Be cautious about sharing their status.
- Avoid using the Internet for personal use during work hours.
- Be clear that if they post information they are representing their own views on their own site and not the views of their employer
- Not post anything online that they wouldn't wear on a T-shirt

KEEP YOURSELF SAFE ONLINE!

When working online, consider:

- Keeping your password safe and changing it regularly.
- Not sharing your logon details with any child/young person/colleague.
- You are responsible for your access and content The use and the permission for the access (WORK RELATED ONLY).
- Be clear about the school's policies and what you have signed up to and agreed to work within..
- Be sure of what the professional boundaries are.

What is a professional relationship?

The relationship established between professionals and children /young people places duties on the professional.

It is explicit that the professional should strive to keep the child/young person safe, act in their best interests and not take advantage of their vulnerability.

Adults must be clear of the boundaries between their professional and personal life to keep both themselves and children /young people safe. They are not the child or young person's friend but there to safeguard and protect as a trusted adult.