

Safeguarding yourself Guidance on the personal use of social networking sites for adults involved in services for children, young people and vulnerable adults

Due to the increasing personal use of social networking sites, staff and volunteers within the workforce should be aware of the impact of their personal use upon their professional position.

In practice, anything posted on the internet will be there forever and is no longer in your control. Remember when something is on the internet even if you remove it, it may have already been “snapshotted” by a “web crawler” and so will always be there.

Current and future employers and service users may see this. Keep all professional work completely separate from your private life. The following guidance, in addition to the above, will safeguard adults from allegations and protect an individual’s privacy as well as safeguard vulnerable groups. Failure to comply with the following may result in the school taking disciplinary action.

- Social networking sites such as facebook have a range of privacy settings which are often setup to ‘expose’ your details to anyone. When ‘open’ anyone can find you from a search of the social networking site or even from a Google search. Therefore, it is important to change your setting to ‘just friends’ so that your details, comments, photographs can only be seen your invited friends
- Have a neutral picture of yourself as your profile image
- Do not post embarrassing material or comments that may call into question your employment status
- Do not accept friendship requests unless you know the person or want to accept them -be prepared for being bombarded with friendship requests from people you do not know
- Do not make friendship requests with service pupils or their parents
- Choose your social networking friends carefully and ask about their privacy controls

- Do not accept friendship requests on social networking or messaging sites from students, pupils, and young people (or their parents) or service users that you work with. For those working with young people remember that ex pupils may still have friends that you may have contact with through your work
- Exercise caution. For example, if you write on a friend's 'wall' on Facebook all of their friends can see your comment even if they are not your friend
 - There is a separate privacy setting for Facebook groups and networks. You may have your own profile set to private, however, when joining a group or a network please be aware that everyone in that group or network is able to see your profile
 - If you have younger friends or family members on your social networking groups who are friends with students, pupils, young people (or their parents) or service users that you work with, be aware that posts you write will be visible to them
- Do not use your personal or professional details (email or telephone) as part of your profile
 - If you or a friend are tagged in an online photo album (Facebook, Flickr) the whole photo album may be visible to their friends, your friends and anyone else tagged in the photo album
 - You do not have to be friends with anyone to be tagged in their photo album; if you are tagged in a photo you can remove the tag but not the photo
- You should be aware of the privacy settings on photo sharing websites
 - Your friends may take and post photos that you may not be happy about. You need to speak to them first to request that it is removed rather than contacting the web provider. If you are over the age of 18, the website will only look into issues that contravene their terms and conditions
- Do not use your personal profile in any way for official business. If you are going to be a friend of your organisation's official social networking group ensure you have a separate professional profile

If you have difficulty in implementing any of this guidance contact your safeguarding lead.

Linked policies: Social Networking, Communication Policy, Code of Conduct