

## Hertfordshire Safeguarding Children Board E-Safety Sub Group Factsheet

### **USING THE INTERNET RESPONSIBLY**

#### **Advice for professionals who work with children, when using any form of ICT, including the Internet**

**For your own protection it is advised that you follow this advice:**

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the organisation.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.
- Use your organisation's or setting's ICT systems and resources for all official business. This includes your business email address, business mobile phone or photography equipment.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to children, parents, carers and others.
- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately.

- Only take images of children and/or staff for professional purposes, in accordance with business policy. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

For eSafety support and guidance - please contact 01438 843350

This information has been developed in conjunction with the HSCB eSafety Multi-agency Panel, and in agreement with the following Union bodies :

NAHT- The Association for all school leaders  
ASCL – Association of school and college leaders  
NUT – National Union of teachers  
NASUWT – The Teachers’ Union  
ATL – The education union  
UNISON – The public service union

