

Appendix C2

Worker Agreement for online conduct

To ensure that all adults are aware of their responsibilities when using any online technologies they are asked to sign their agreement to specific Acceptable Use Rules. This is both to provide an example to children regarding safe and responsible use and as a safeguard from any potential allegations or inadvertent personal misuse.

These rules apply to all online usage and to anything that may be downloaded or printed.

General:

I have been given a copy of the church online safety policy to refer to for all online safety procedures I should follow

I know who the church Safeguarding Co-ordinator is

I will only use church equipment in an appropriate manner and for professional uses

(N.B. if portable equipment is taken home I will ensure my home insurance covers this)

I will adhere to copyright and intellectual property rights

I will take measures or seek advice to prevent the introduction of viruses to the network.

I will ensure that all devices, including memory sticks, containing information about children are password protected and that I keep my password secure

I will report any accidental misuse

I will report any incidents of concern to the church Safeguarding Co-ordinator

Photographs & video:

I know that:

all images should be appropriate and beyond first names not reveal any personal information about children if uploaded to the Internet. Images should only be uploaded with permission from the parent / carer, as well as the child involved

I should not take images on any personal devices. If in exceptional circumstances such use is felt necessary it should be agreed in advance or reported promptly to the church Safeguarding Coordinator

Images of children should be stored securely on the church computer, never on personal devices, including memory sticks

Communication & Social Networking:

I will ensure all messages are written carefully and politely

I will not keep communications secret from those in the church to whom I am accountable

I will not communicate with children online without consent from a parent / carer

I realise that I am putting myself at risk of misinterpretation and allegation should I contact children via any systems other than those agreed

I will not accept or request the 'friendship' of children/young people via social media platforms

I understand the value of setting my 'Privacy' settings appropriately on any social networking site

I will keep a record of any online communication with a child

I will not publish, post or release information that is considered confidential by the church, a young person or anyone else

I have read, understood and agree with the online safety policy and the rules specified above and understand my responsibilities regarding safeguarding children when using online technologies.

I also understand that if I fail to follow agreed procedure there will be sanctions that could lead to my being suspended or dismissed, once appropriate procedures have been followed.

Signed

Dated