If you become aware of inappropriate/harmful posts:

DO

* Take seriously, keep calm, accept without judgement
* Make contact offline to respond to disclosures
* Let them know who you must tell to help stop the abuse

DO NOT

* Show shock or disbelief
* Respond online
* Push the person into giving details of the abuse – your role is NOT to investigate
* Ask direct or leading questions – this could be harmful to the investigation
* Jump to conclusions or use words the person has not already used

Respond

* Save and download to hard copy any inappropriate

material – posts, images, messages etc

* Only discuss what they have told you with others on a ‘need to know’ basis – and not with others who are not involved (friend/colleague/partner)
* Never comment on or alert the alleged abuser – or anyone else who may tell them

Record

* *ALWAYS* make a record of what the person has told you and pass it, with any saved posts, messages, images etc to your Parish Safeguarding Co-ordinator
* Keep the record factual – who, why, what, where, when, how – sign and date it
* If you can, agree with the person that your record is accurate

Report

NEVER promise to keep a secret

**ALWAYS** report any concerns about a child - or someone who works or volunteers for the church - however small they may seem, all disclosures and all allegations

**TELL** Parish Safeguarding Co-ordinator or Vicar…



… or, when the concern is about them/you can’t get in touch with them/you don’t want to tell anyone at your church, tell the Bishop’s Safeguarding Adviser

If you need immediate advice and can’t wait to get in touch with any of the above call the duty social care team or NSPCC helpline or police

If a situation is not safe and someone is in danger or needs immediate help call the police

Contact Numbers:

Parish Safeguarding Co-ordinator:

Vicar:

Bishop’s Safeguarding Adviser: 07324 993844

Social Services:

Out of Hours Social Services:

31:8 (formerly CCPAS): 0303 003 11 11

NSPCC: 0808 800 5000

Police: 101 or 999

ChildLine: 0808 11 11

Domestic Violence: 0808 2000 247



A Guide to Using Social Media for Leaders & Helpers





Social Media …

… allows users to create rather than just consume online content – upload photographs, updates, comments etc. The Church of England’s community guidelines for using social media have been created to reflect our values and help Christians to live out their calling to share the good news of Jesus Christ:

|  |  |
| --- | --- |
| Be safe | Be respectful |
| Be kind & honest | Take responsibility |
| Credit others | Disagree well |
| Be a good ambassador | Follow the rules |

[*https://www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines*](https://www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines)

For many young people there is little distinction between their ‘on’ and ‘offline’ worlds and excessive restrictions ‘online’ can lead them to taking greater risks to get around these. The world of social media changes rapidly. Keep up to date at websites such as

*https://www.thinkuknow.co.uk/ or*

[*https://www.childnet.com/*](https://www.childnet.com/)

The PCC must approve the use of social media and mobile phones by the church and appoint a named person to monitor church accounts on their behalf.

For further guidance see The Parish Safeguarding Handbook 2018, section 12 and the Safer Environments practice guide 2019 at [*https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding*](https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding)

Sexting is ... the sending or posting of sexually suggestive images, including nude or semi-nude photographs via mobiles or over the internet - always refer to your Parish Safeguarding Co-ordinator and the Bishop’s Safeguarding Adviser. The sharing of sexual imagery of people under 18 by adults constitutes child sexual abuse and must also be reported to the Police.

Using Images

Images – photos or films – are sensitive personal data - you need consent to use and store them.

Ensure images and posts are regularly updated and remove ‘old’ images

Think *Who? Why? What?* before using images of under 18s online. Under 18s should be fully clothed and not named.

Store securely – locked cabinet or protected file. Use church, *not personal*, devices to take and store images.

Communicate clearly any ‘rules’ about taking their own images to attendees at an event – and have procedures to respond to and manage any concerns.

Consent

Update consent at least annually. Over 16s with capacity can give consent – but also let parents know. Under 16s should be asked if it’s okay to take their image – but their parents must also give consent too.

***DO NOT*** use images of adults who lack the capacity to give informed consent – no one else can give consent on their behalf.

Group images in a public space – individual consent not needed - but make participants aware that images will be taken and for what purpose. Those who freely gather for a group photo have given their implied consent by virtue of gathering.

Be honest, transparent, consistent, accountable, vigilant

When using social media for church:

DO

* Maintain appropriate boundaries
* Think before you post – social media is ‘public’ and can be traced back to you
* Behave online as you would offline
* Avoid online ‘lone working’ e.g. 1:1 chat
* Use ‘official’ church or group accounts/phones where possible – keep private media separate
* Obtain consent from over 16s or carers of under 16s to use and store their info & images online

DO NOT

* Harass, stalk or post inappropriate material
* Allow content to contain, or link to, harmful, libellous, illegal, bullying or abusive material
* Accept or invite young people as ‘friends’ who know you as a ‘church leader’