

## **e- Safety guidance for learners**

### **When Using Social Networking Sites:**

- Don't publish personal information like location, email address, phone number or date of birth.
- Be very careful about what images and messages are posted, even among trusted friends – once they are online they can be shared widely and are extremely difficult to remove.
- Keep a record of anything abusive or offensive received and report any trouble to the site management (most sites have a simple reporting procedure, normally activated by clicking on a link on the page).
- Be aware that publishing or sharing anything which would mean breaking a copyright agreement is illegal.
- If you make an online friend and want to meet up with them in real life, take safety precautions such as going with a group of people, making sure friends and family know where you are, only meeting in a public place etc.
- Consider creating separate 'professional' and 'personal' profiles with different security settings to ensure your personal profile is private.
- Never upload photos in response to a request from someone you do not know and trust.

### **When using Twitter:**

- Check who is following you regularly and block anyone you do not wish to see your "tweets".
- Set your privacy settings to limit who sees your updates.
- Change your user name so it is not your actual name.
- Check the settings to control what others can find out about you.

### **When Using E-mail:**

- Never give bank details or financial information in an email.
- Do not impersonate anyone else using e-mail.
- Do not use e-mail to send comments or information that is defamatory or libellous. Only send messages that you would be happy to receive.
- Do not reply to pestering, offensive or suggestive e-mails, but report them to a line manager or adviser/tutor.

## **WHO DO I CONTACT?**

**If you are worried about any e-safety issue you can speak to Portland Training's Safeguarding Officer:**

**Vicki Parker    Tel: 0114 2055515 or 07971 673544**

**E-mail: [safeguarding@portlandtraining.co.uk](mailto:safeguarding@portlandtraining.co.uk)  
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