

## **SAFEGUARDING GUIDELINES FOR STAFF DURING COLLEGE DISRUPTION**

***Can I contact students to support them with College matters while I am not at work during this period?***

Yes. Use the College's own systems. If using email, use your college email address to contact student email addresses. Do not use personal email addresses with students.

Avoid direct phone calls with students, unless from a college phone. Do not use your own personal phone. If you perceive an absolute Safeguarding emergency that means you must use a personal phone, involve your manager.

If using a Social Media messaging group (say, Facebook) ensure at least one other colleague is also a member of that group. If using a video conferencing facility, such as Skype, ensure that more than one other person/another staff member is a party to the discussion.

Use common sense and your Safeguarding training to communicate in a way that keeps you and students safe.