



**DURHAM
CATHEDRAL**
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Durham Cathedral On-Line Activity & Social Media Guidance.

This guidance is in addition to Durham Cathedral's Safeguarding Policy - Online Worship & Social Media.

Durham Cathedral is aware that online worship and associated groups are becoming more common and are committed to ensure the safety of all attendees. These good practice guidelines have been compiled to help clergy, staff, volunteers and members of the public visiting and accessing Durham Cathedral's on line activities. Essentially, people should participate online in the same way as they would in any other public forum.

For many people the internet has become a primary source for gaining information about the world around them and networking with friends and acquaintances. Used responsibly social media and the internet can be of benefit: providing the opportunity for networking; getting to know people; gaining and sharing information about Cathedral events; learning about the Christian Faith; and spreading the Gospel. Your actions should be consistent with Christian values and you are responsible for the things you do, say or write. As well as the many opportunities that social media activities provide, users should be aware of (though not put off by) the associated risks.

The safety of children, young people and vulnerable adults must be maintained at all times. If a child or adult is in immediate danger or requires medical attention call the emergency service on 999. Do not delay.

Keeping Safe On-Line

It is important that everyone follows some basic rules when online. Everyone has a responsibility to themselves and to others to ensure that they are safe online. The following are some key messages which are important to make sure that our safety, privacy and wellbeing are protected whilst online.

Protect your identity

- Keep your personal information secret when completing your profile or chatting online (name, address, telephone number, mobile number, private email address, picture), even if people ask for this. You should not share this information with anyone you do not know well.
- Do you need to use your full name? Consider using a nickname (but not one that will attract the wrong type of attention). Do not share your full name as someone could trace your location using this.
- Consider what people see when you are online. Blur your background and remove anything that might disclose personal information about you such as your location or family pictures.
- Dress appropriately and consider whether you would wear certain clothes if you were meeting in person.
- **You should never arrange to meet someone you have only been in touch with online. If you do you should tell a family member or friend and consider taking them with you – at least on the first visit. Meet and remain in a public place. Always have a mobile 'phone with you which is switched on.**

Safeguarding is everyone's responsibility.

Be aware not everything is as it seems

- Be honest. Don't mislead people about who you are but protect your personal information at all times.
- Always consider that online or on the phone, people aren't always who they claim to be. Some people might not tell the truth about who they really are. Take your time and think twice, because everything may not be as it appears. Remember people may pretend to be someone they are not.
- Be careful who you trust online and remember that some online 'friends' are really strangers.
- Think before you answer private messages. Do you really know the person you are contacting?

Report inappropriate behaviour

- Make sure that other people in the room with you are aware of the online rules on keeping safe. If you have children make sure that they are aware that you are online or blank the screen if they come into the room.
- Act immediately if you think your friends are at risk.

Avoid confrontation

- Remember that you can always log out of a chat room or activity to avoid unwelcome situations, or change your screen name.
- Do not hesitate to block people you do not want to chat to. This can be done at any time.
- Report people breaking the rules to the chatroom host or person leading the activity immediately.

Take responsibility for your words and actions

- You are accountable for the things you do, say and write. Text and images shared can be public and permanent. If you're not sure, don't post it.
- Be respectful and be kind. Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- Personal and professional life can easily become blurred online so think before you post.

Respect other people

- Do not take screenshots or capture images of other people who you can see online without permission from the organiser or the person.
- Respect copyright and always give credit where it is due. Be careful not to release sensitive or confidential information about something or someone else and always question the source of any content you are considering amplifying.
- Treat others how you would wish to be treated. If you have a criticism or critique to make, consider not just whether you would say it in person, but the tone you would use.
- Disagree well. Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.

The list is not exhaustive and you may be aware of other things to keep your friends and colleagues safe.

How will Durham Cathedral respond to people who breach our social media community guidelines?

Durham Cathedral may act if they receive complaints about individuals or spot inappropriate, unsuitable or offensive material posted to the national social media accounts. This may include deleting comments, blocking users or reporting comments as appropriate. Anyone acting illegally and breaking the law will be reported to the police.

Safeguarding is everyone's responsibility.

Reporting a Safeguarding Concern

**If a child or adult is in immediate danger or requires medical attention call the emergency service on 999.
Do not delay.**

Remember

RECOGNISE: Identify any issues and keep yourself safe.

RESPOND: Remember how you can keep yourself and others safe. Remember the rules.

RECORD: If you are not happy with something or you see something that concerns you make a note of everything so that you have the information when you report it.

REFER: Tell the person in charge or the host what you are concerned about. Remember if someone is in immediate danger contact the emergencies services. Do not delay. Inform the Cathedral Safeguarding Officer.

The Cathedral Safeguarding Officer can be contacted on 07951624103 to discuss or report a safeguarding concern or incident (please note this number is not answered 24hrs a day, 7 days a week).

Safeguarding can also be contacted via email: safeguarding@durhamcathedral.co.uk.

IMH April 2021

Safeguarding is everyone's responsibility.