



E-Safety Code of Conduct for Staff

Last Reviewed: 18/03/2026

Introduction

This light-touch update aligns the E-Safety Code of Conduct with Guernsey good governance expectations while retaining the structure of the original document.

All staff and volunteers must exercise responsible, professional conduct online, particularly when interacting in environments that may involve children or young people.

Online Conduct Requirements

- Maintain clear professional boundaries in all electronic communication.
- Do not use the internet or social media to communicate personal messages with young people known only through the organisation.
- Do not share personal profiles with young people and never accept or send friend requests to them.
- Report without delay any situation that may compromise professional standing to the Executive Committee.
- Report concerns regarding inappropriate conduct by colleagues following GSA procedures.

Use of Devices and Media

- Staff must not share personal phone numbers with children or young people.
- No photographs or video of young people may be taken on personal devices unless expressly authorised by the Executive Committee.
- All images used for organisational purposes must comply with safeguarding expectations.

Online Safety and Moderation

- Hurtful comments on organisational platforms must be removed by administrators, with appropriate action taken.
- Requests for the removal of photos or comments should be honoured promptly.

Reporting and Accountability

- Any concerns relating to e-safety, data protection or online behaviour must be raised promptly with the Executive Committee.

- All staff share responsibility for maintaining a safe and professional digital environment.