What to do if you are contacted via your personal social media account:

- Inform a member of the safeguarding team.

- If a pupil sends you a message and you think it is inappropriate to respond, respond to it in real life, not via the internet.

- Consider creating a standard cut and paste response – for example, "I'm sorry I cannot reply to your message using my personal email/Facebook/Twitter – I will reply via official school email/letter or in person at school."

- Do consider blocking pupils and parents who you think might be abusive, even pre-emptively, but don't use personal data held by the school under the Data Protection Act (for example email addresses) to track them down online.