

## **Safeguarding Guidance for the use of LinkedIn**

As part of our innovative trust careers programme, all KS5 students are encouraged to set up a LinkedIn profile. See Appendix 1.

Prior to us delivering a session on setting up a successful profile and using LinkedIn to its full potential, all KS5 students take part in an online safety session, focusing on the importance of staying safe while building their network and interacting with people online.

### **Students will be taught to build their professional network by:**

- Creating a strong profile
- Reaching out and connecting with (school name) alumni
- Reaching out and connecting with Early years recruiters (apprenticeship providers)
- Reaching out and connecting with universities and colleges
- Following established employers
- Sourcing and reaching out to possible career and university mentors – who may be able to help with advice, applications, mock interviews and work experience.

### **Students will be reminded:**

- Not to disclose personal information online
- Interviews should only take place in a public place (not in someone's home)
- If something sounds too good to be true, it usually is and to check with their Careers Officer
- Ensure the people they are communicating with are endorsed and have lots of professional connections

### **We safeguard students by:**

- Running a session on internet safety and engaging with new contacts on LinkedIn for all KS5 students
- Sharing information with Parents/carers regarding their child's participation in the online safety session and their use of LinkedIn. See Appendix 1.
- Students and staff are not to connect via LinkedIn – EXCEPT – Careers Leads in each of our schools who share opportunities to students and can be connected with them as they become alumni. Careers Leads will not engage with students on the personal message function and will always engage with them using their school e mail address

## Appendix 1

Dear Parent/Carers,

As part of our exciting and innovative Key stage 5 Careers programme, your child took part in an “staying safe on line” session today. During this session we focused on the use of the professional networking site, LinkedIn, and explored how students can remain safe, while building a network and engaging with people on the platform.

LinkedIn is a social networking site specifically for the business community. The goal of the site is to enable registered members to establish and document networks of people they know and trust professionally.

As part of our careers programme, we encourage students in years 12 and 13, to set up a LinkedIn profile. Over the coming weeks, your child will take part in a session where they will be taught to:

- Build their professional network
- Engage with employers who may be able to offer them work experience, internships, apprenticeships and employment.
- Source and engage with mentors who may be able to help them with work experience, assist them with applications and interview preparation for both university or employment/apprenticeship opportunities.
- Engage with (name school) alumni who may be studying the course your child is considering or working in a career of interest to them who can assist them with making their decisions about their next steps.

The opportunities gained from using LinkedIn are plentiful. Please do talk to your child about their LinkedIn profile and the importance of staying safe while engaging with new contacts. If you have any queries or concerns, please do not hesitate to contact me.

Trust Careers Lead or Careers Officer

