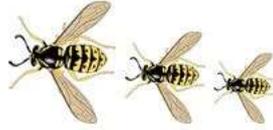


W. A. S. P. S



# POLICY FOR SOCIAL MEDIA

**The Comenius Trust have approved this policy  
for use in Weston All Saints Primary School**

## Comments

This policy was originally written when Weston All Saints C of E Primary School was part of the Comenius Trust.

Minor revisions to this policy were made in March 2021 to reflect that the school is now part of the Partnership Trust and until the revised Social Media Policy has been approved by the Local Governing Body.

## 1. Introduction

We acknowledge that social networking has become part of everyday life with many people of all ages using social networking websites on a daily basis.

We believe that all Trust staff need to be aware that 'posting' anything on these social networking websites about themselves, others or their place of work must be prepared for the possibility that anyone could gain access to it. This has been a major factor in identity theft.

We therefore expect school personnel to use social networking websites wisely and cautiously and if absolutely necessary bearing in mind they should not jeopardise themselves, others or their place of work. The school will monitor its IT system for inappropriate usage and will take the necessary disciplinary measures if need be.

## 2. Aims and Objectives of Policy

- To ensure all school personnel are aware of the dangers of using internet social networking websites.
- To ensure that all Trust personnel use internet social networking websites wisely and cautiously, not jeopardising themselves, others or their place of work.

## 3. Main Body of Policy

We believe the following recommendations should be considered if school personnel use social networking websites:

- Use only your name for the profile.
- Do not put your date of birth on the profile.
- Be wary of what photographs you put online of yourself, family or friends.
- Remember you must have their permission to publish.
- Make your profiles 'invite' only and thus only allow people you trust with certainty to view your information.
- Do not post your occupation.
- Do not discuss your work or place of work.
- Do not place derogatory, defamatory, discriminatory or offensive remarks about the Partnership Trust or any school within it, work colleagues, parents, pupils, directors or anyone else connected with the Trust.
- Do not divulge confidential information of any form.
- Do not publish photographs taken at your work.
- Do not discuss your political or religious views.
- Be careful what viewpoints you express.
- If you do post anything online be mindful of the fact you could lose total control of it.
- Be careful of what other people post on your profile. You might be careful but are your friends?

We do not allow school personnel to use the school IT system to access social networking websites.

We as a school and within our school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### Role of School Staff

School staff will:

- comply with all aspects of this policy
- not access social networking sites during the school day;

- not post confidential school information or information about any member of the school personnel on any social networking site;
- not make reference to the school or anyone connected to it when using any social networking site;
- not bring the school into disrepute by making any derogatory, defamatory, discriminatory or offensive comments on any social networking site;
- not make discriminatory or offensive comments about any member of the school personnel on any social networking site;
- not make contact with parents or pupils via social networking websites;
- be aware that the Senior Leadership Team will take the necessary disciplinary action if any member of the school personnel breaches this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- not make contact with school personnel via social networking websites;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part in periodic surveys conducted by the school;
- support the Partnership Trust's Code of Conduct and guidance necessary to ensure smooth running of the Trust and its schools

### **4. Publication of Information**

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- reports such as annual reports to parents and Headteacher reports to the Local Governing Body

### **5. Review of Policy**

The practical application of this policy will be reviewed when the need arises by the Headteacher.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Local Governing Body for further discussion and endorsement. (See Policy Evaluation)