

Social Networking Policy

Leedon Lower School



Approved by:	Governing Body
Last reviewed on:	July 2024
Next review due by:	July 2026

School Principles:

This policy relates to social networking activities such as:

- Blogging (writing personal journals to publicly accessible internet pages)
- Social networking sites such as Facebook, Snapchat, WhatsApp and Instagram
- The posting of material, images or comments on websites such as You Tube
- Online discussion forums
- Collaborative spaces
- Media sharing
- 'Microblogging' applications such as X
- Virtual worlds
- Any other online forum.

The dangers inherent in these activities include:

- Potential negative effect on an organisation's reputation or image.
- Compromising the school's commitment to safeguarding children
- Breaching school confidentiality procedures.
- Staff grievances leading to disciplinary cases.
- School leaders and governors are exposed to legal risks

This policy has been written to set out the key principles and staff code of conduct with the use of social networking sites.

Staff Procedures:

1. All staff are responsible for protecting the school's reputation and treating colleagues and members of the school community with professionalism and respect on all platforms, either public or private.
2. It is important to protect all staff and members of our community from allegations and misinterpretations which can arise from the use of social networking sites.
3. Safeguarding children is a key responsibility of all members of staff and it is essential that staff act responsibly if they are using social networking sites out of school.
4. Anyone working in the school either as a paid employee or volunteer must not communicate with children via social networking.
5. Accessing social networking sites at work using school equipment is not permitted, except Twitter and Facebook for the school account.
6. The use of the school's name, logo, or any other published material cannot be used without written prior permission from the Head Teacher
7. No communications irrespective of their anonymity should be shared that relate to any specific event, protocol, pupil or person at School.
8. All information shared through social networking applications, even via private spaces is subject to copyright, data protection and Freedom of Information legislation & the Safeguarding Vulnerable Groups Act 2006.
9. School staff must not invite, accept or engage in communications with parents or children from the school community to any personal social networking sites.
10. Any communication received from children (past or present) to School Representatives must be immediately reported to the Head Teacher – Designated Safeguarding Lead and procedures for safeguarding followed.
11. If a School Representative is made aware of any other inappropriate communications involving any child and social networking. These must be reported immediately as above.

12. School internet policy must be used when children use ICT and access the internet in school.

School Action:

Breach of the policy could result in:

- Staff being suspended.
- The closure of any applications or removal of content which may adversely affect the reputation of the School or put it at risk of legal action.
- Misconduct or gross misconduct procedures to which the School and Local Authority Disciplinary Policies apply.