



Woodfield Primary School
Social Networking Policy

Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:		
Name:	Mrs L Porter	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

Document Control

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

All other copies (electronic and paper) are uncontrolled.

Document History

Filename: Social Networking Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.	JAC	SB	9/9/13
2.0	Reviewed – September 2016	JAC	SB	05.06.16
3.0	Review date – September 2019			

Woodfield Primary School

Wigan Lane
Wigan
WN1 2NT

Telephone: 01942 243675

E-mail: enquiries@admin.woodfield.wigan.sch.uk

Web: www.woodfield.wigan.sch.uk

Woodfield Primary School Social Networking Policy

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, Myspace or Bebo and others
- The posting of material, images or comments on websites such as You Tube
- Online discussion forums,
- Collaborative spaces,
- Media sharing
- 'Microblogging' applications such as Twitter
- MSN,
- Virtual worlds.

The dangers inherent in these activities include:

- Potential negative effect on an organisation's reputation or image.
- Compromising the schools 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 have a responsibility to ensure that they protect the reputation of the school, and treat colleagues and members of the school community with professionalism and respect.
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.
6. The use of the school's name, logo, or any other published material without written prior permission from the Headteacher
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 to School Representatives must be immediately reported to the Head Teacher – Designated Child Protection Officer 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 at all times 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 Dismissal and Disciplinary Policies apply.

Mrs J.A.Charnley