

# Grange Primary School



# Social Networking Policy

**Approved: June 2017**

**Signed:**

**Review Scheduled: June 2018**

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## Introduction

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Social networking activities conducted online outside work, such as blogging (writing personal journals to publicly accessible internet pages), involvement in social networking sites such as Facebook, Myspace or Bebo and posting material, images or comments on site such as You Tube, can have a negative effect on an organisation's reputation or image. In addition, Grange Primary School has a firm commitment to safeguarding children in all aspects of its work.

**This policy has been written to set out the key principles and code of conduct that we expect of all members of staff with respect to their responsibilities in connection with the use of social networking sites.**

## Key Principles

Everyone\* at Grange Primary School has a responsibility to ensure that they protect the reputation of the school, and to treat colleagues and members of the school with professionalism and respect.

It is important to protect everyone\* at Grange Primary School from allegations and misinterpretations which can arise from the use of social networking sites.

Safeguarding children is a key responsibility of all members of staff and it is essential that everyone\* considers this and acts responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer **must not communicate** with current pupils from Grange Primary School via social networking.

This policy relates to social networking outside work. Blogging and accessing public social networking sites at work using school equipment is not permitted.

## Aims

To set out the key principles and code of conduct expected of all members of staff, governors, friends and volunteers at Grange Primary School with respect to social networking.

To further safeguard and protect children and staff.

This policy should be read in conjunction with:

- Safeguarding and child protection Policy
- E-Safety policy
- Sexting policy
- Prevent policy
- Anti-bullying policy
- Behaviour policy

**Code of Conduct for Everyone\* at Grange Primary School – Social Networking (please also refer to the schools e-safety policy).**

The following are **NOT CONSIDERED ACCEPTABLE**

- The use of the school's name, logo or any other published material without prior written permission from the Head of School. This applies to any published material including the internet or written documentation.

- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school.
- The posting of images of employees, children, governors or anyone directly connected with the school whilst engaged in school activities without prior written permission from the Head of School.

**In addition to the above, everyone\* must ensure that they:**

- Do not make any derogatory, defamatory, rude or threatening or inappropriate comments about the school, or anyone at, or connected with the school.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about them which may compromise their personal safety and security.

**Potential and Actual Breaches of the Code of Conduct**

In instances where there has been a breach of the above Code of Conduct, the following will apply:

**Any breaches of this policy will be fully investigated and any appropriate action taken.**

The Governing Body will take appropriate action in order to protect the school's reputation and that of its staff, parents, governors, children and anyone else directly linked to the school

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\* Relating to all members of Grange Primary School – staff, pupils, parents, church, Governors, Friends of the Grange Primary School and all other agencies associated with and work with the school.