Broad Chalke CE VA Primary School

Social Networking Policy

Mission Statement: "With the love of God we learn, care, grow and share"

We acknowledge that social networking has become part of everyday life with many people of all ages using social networking sites such as Facebook, Twitter, Instagram, to name just a few, on a daily basis to share news, views and photographs. The teaching standards state that a teacher is expected to demonstrate consistently high standards of personal and professional conduct. We believe that every member of staff represents the school, so the same advice applies to all staff.

More information about social networking procedures is contained in the Wiltshire Safeguarding Children Board's document Social Networking Procedure. This has been adopted by the Broad Chalke Primary School. The purpose of this document is to provide a more succinct guide to the expectations we hold for staff when they are networking online.

School staff need to be aware that by 'posting' anything on social networking sites about themselves, others or their place of work there is a possibility that anyone could gain access to it. School staff must be especially careful what information is posted. The following must be considered if using social networking websites or apps:

- Ensure privacy settings are used to control who can see your profile and personal information.
- Make your profiles 'invite' only and thus only allow people you trust to view your information.
- Avoid adding pupils or parents as friends, keep any contact to a strictly professional context.
- Consider carefully your use of language, swearing is not appropriate.
- Bear in mind that somebody else could post a photo in which you are named or tagged. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should untag yourself and contact them to have the material removed.
- Do not make inappropriate comments about your place of work online.
- Do not publish photographs with children taken at your work.
- Avoid information or conversations that could compromise your professional integrity and any comments made online must comply with equalities legislation.
- If you do post anything online, be mindful of the fact you could lose total control of it. It only takes one 'friend' to share something which could then 'go viral'.
- Remember that there is a growing trend for employers to access social networking sites before interviewing job applicants and the content seen may impact on being selected for interview.
- Consider that colleagues, including management, might access your online profile and any inappropriate content which could be damaging to the reputation of the school, could lead to disciplinary action.

There are many professional and personal benefits to be obtained through online social networking. Being aware of these points will help you get the most from the sites while maintaining a confident and positive digital profile.

Monitoring and review
The curriculum and staffing committee of the governing body will monitor the social networking policy on an annual basis.

Ratified by FGB: **Autumn 2015**

Reviewed: **Autumn 2016, Spring 2018**

Next Review due: **Spring 2020**