



Christ Church CE Primary School Social Networking Policy

All staff employed at Christ Church CE Primary School are subject to this policy.

Vision

"As God loves us all, our vision at Christ Church is for everyone in our family to feel equal, valued and prepared for life in modern British society. While walking humbly with our God, our children will become wise, compassionate, independent and resilient learners in an inclusive and safe environment. We strive for success, spiritual fulfilment and a life lived 'in all its fullness'.

Believe and Achieve!"

Book of Micah: Verse 6:8

What does the Lord require of you? To act justly, to love mercy and to walk humbly with your God.

Mission:

Serving God's Community

In developing a greater understanding of Christian and other faiths within the community, we seek to develop the personality and potential of all, and to understand that we are created equally by God.

We are committed to providing an outstanding education to prepare our children for adult life in modern Britain in our locality by living in harmony before God.

By developing the social, moral and cultural and spiritual dimensions of pupils the school seeks to equip them to make a positive contribution to the community.

In finding time to be still and reflect, we seek to foster spirituality and a deeper relationship with God.

1 Introduction

The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new and exciting ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our duties to our school community and partners, our legal responsibilities and our reputation.

For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation, whilst providing a framework of good practice. They apply to all members as defined by School representatives.

2 Purpose

The purpose of this policy is to ensure that:

- Christ Church CE Primary School, its leaders and governors are not exposed to legal risks;
- the reputation of Christ Church CE Primary School, staff and governors at the school are not adversely affected;

- all children are safeguarded
- any users are able to clearly distinguish where information provided via social networking applications is legitimately representative of Christ Church CE Primary School.

3 Scope

This policy covers the use of social networking applications by school employees, Governors and by partners or other third parties on behalf of the School. These groups are referred to collectively as 'School representatives' for the purpose of this policy.

The requirements of this policy apply to all uses of social networking applications which are used for any school or local authority related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where School representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to: blogs, online discussion forums, collaborative spaces, media sharing services, instant messaging, and 'Microblogging' applications. Examples include Twitter, Facebook, MSN, You Tube.

Many of the principles of this policy also apply to other types of online presence such as virtual worlds.

All School representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the School and Local Authority Equality and Safeguarding Policies.

Communication with parents or children:

- School staff will not invite, accept or engage in communications with parents or children (including past pupils) from the school community on any personal social networking sites while in employment at Christ Church CE Primary School.
- Any communication received from children to School Representatives must be immediately reported to the Designated Safeguarding Lead and procedures for safeguarding followed.
- Any communication received from past pupils or parents should be reported to a member of the leadership team using CPOMS.
- 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.
- If a School Representative is aware of any social networking communications made by another School Representative that do not adhere to the above

guidelines, it must be reported to the Head Teacher (see Whistleblowing Policy).

Social networking sites:

The school respects a member of staff's right to a private life. However; the school must also ensure that confidentiality and its reputation are protected. The school expects all staff, governors, parents and carers to:

- School representatives must not disclose any information that is confidential to the school or any third party that has disclosed information to the school.
- School representatives should not link any personal websites, social networking sites etc to the school's website.
- School representatives must not use the school website, internet systems, e-mail addresses or intranet for personal use and in employer time.
- Christ Church Primary School will not tolerate criticisms through social media websites and blogs. If a member of staff feels aggrieved then they must follow the procedures outlined in the Complaints and Whistleblowing Policy.
- Ensure that they do not conduct themselves in a way that is detrimental to the school.
- Take care not to allow their interaction on these websites to damage working relationships between members of staff and clients of the school.
- Do not include any information that breaches copyright and should link to other material rather than cutting and pasting it
- Do not defame (libel) anyone. A member of staff, governor, parent or carer who makes a defamatory statement that is published on the internet may be legally liable for any damage to the reputation of the individual concerned
- Do not include personal information about an individual without his/her consent, otherwise they risk breaching the General Data Protection Regulations 2018, which is a criminal offence
- Do not include material that is abusive, defamatory, sexist, racist or that could be interpreted as harassment or bullying
- Staff should only access social media sites in their own time
- Staff should not comment on any posts made by others relating to the school.
- Staff should not share or discuss matters relating to the school.
- Staff should use the privacy settings available.
- Staff should not share personal conversations.
- Staff should behave respectfully and should not engage in topics that may be considered objectionable or inflammatory such as politics or religion.

Cyber bullying

Christ Church Primary School is committed to ensuring that all of its staff, parents/carers and pupils are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include

text messages, emails, phone calls, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Staff, governors, parents and carers who cyber-bully could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Security and identity theft

Staff, governors, parents and carers should be aware that social networking websites are a public forum, particularly if they are part of a 'network'. Staff, governors, parents and carers should not assume that their entries on any website will remain private. Staff, governors, parents and carers must also be security conscious and should take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and, for example, favourite football team which can form the basis of security questions and passwords.

4 Enforcement

Any breach of the terms set out above could result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible School representative being suspended.

The Local Authority reserves the right to require the closure of any applications or removal of content published by School representatives which may adversely affect the reputation of the School or put it at risk of legal action.

Any communications or content published that causes damage to the School, Local Authority, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the School and Local Authority Dismissal and Disciplinary Policies apply.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct.

The Local Authority expects that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

5. Related Documentation

E-Safety Policy

Complaints Procedure

Safeguarding and Child Protection Policy

Equality Policy

Safe Use of the Internet Policy

Acceptable Use Policy

Whistleblowing Policy

GDPR Policy

N. Whitehouse

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