

SOCIAL MEDIA POLICY

'...like a tree firmly planted by streams of water which yields its fruit...'

Psalm 1v3

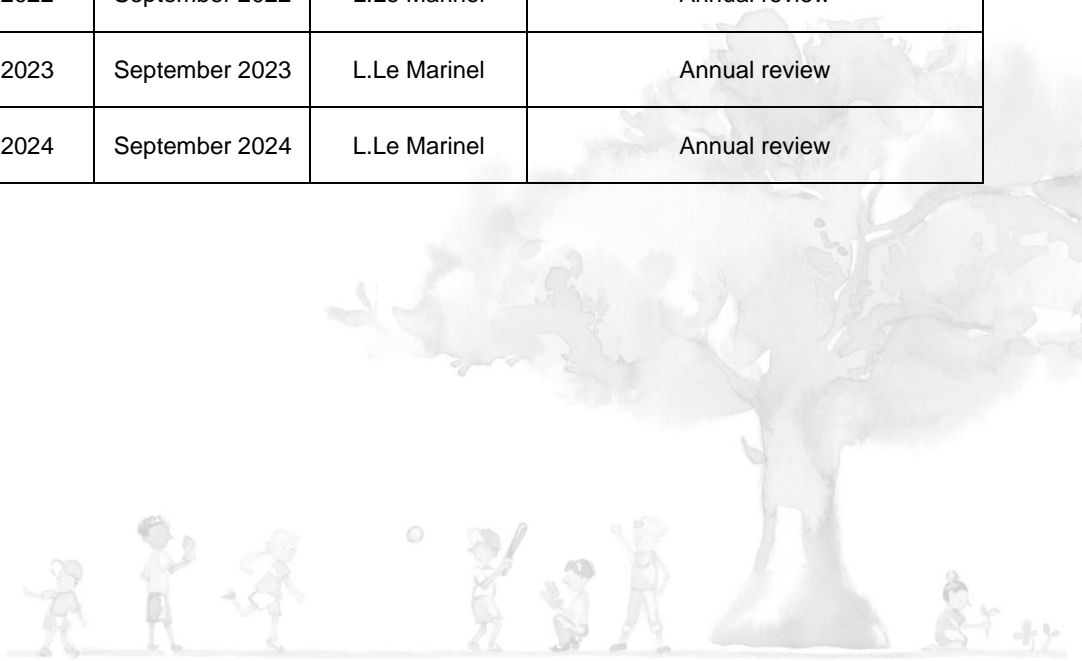


Bollinbrook CE Primary School Social Media Policy

Recommended by	Cheshire East HR
Approved by	Governing Board
Approval Date	9.2.17
Version Number	1
Review Date	Annually in line with Safeguarding/LA updates
Legal Status	

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
2	May 2020	May 2020	L.Le Marinel	Covid-19 update
3	August 2021	September 2021	L.Le Marinel	Annual review
4	August 2022	September 2022	L.Le Marinel	Annual review
5	August 2023	September 2023	L.Le Marinel	Annual review
5	August 2024	September 2024	L.Le Marinel	Annual review





Mission Statement

... 'a tree firmly planted by streams of water which yields its fruit...' Psalm 1v3

At Bollinbrook CE Primary the Christian value of 'Love' is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, 'like a tree firmly planted by streams of water which yields its fruit...' We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.

SCOPE

This policy is applicable to all employees of **Bollinbrook CE (A) Primary School** and staff who work in the wrap around care and holiday club. It also covers all uses of social networking applications which are used privately.

This policy should be read alongside the school's Disciplinary Policy and Procedure, Dignity at Work Policy, Acceptable Use Policy and ICT Security Policies and Procedures.

AIMS

To support all employees by establishing clear guidelines on the proper use of social media so that:

- the school is not exposed to legal challenge;
- the reputation of the school is not adversely affected;
- employees do not put themselves in a vulnerable position;
- employees understand how information provided via social networking applications can be representative of the school; and
- the use of social media does not impact on the school.

PRINCIPLES

The school recognises that many employees make use of social media in a personal capacity and, in the majority of cases, this is uncomplicated and trouble-free. Whilst the school respects an employee's right to a private life and has no wish to interfere with this, when using such sites employees must consider the potential impact it could have on their professional position, their own



reputation and that of the school. The following identifies how an employee's personal life and work life can start to overlap.

- By identifying themselves as employees of the school, i.e. adding the school name on profiles, the perception of users will be that staff are representative of the school. It is therefore important that employees are mindful of the professional standards that are expected of them. Anything posted, including innocent remarks, have the potential to escalate into something that could potentially damage the image and reputation of the school or Council, or undermine its work. The originating comment may be traced back to an employee of the school and, even if they have not been involved in the latter stages of the comments, they may find themselves subject to a disciplinary investigation.
- Individuals making complaints search the web for information about staff involved in their case – finding social networking sites, blogs and photo galleries that could give fuel to their concerns or help them to identify personal information about them.
- Journalists increasingly use the web to research stories, and may reprint photos or comments that they find.
- Law firms research social networking sites as a matter of course in preparing divorce, private law children's cases and other court proceedings.
- Some organisations also look on social networking sites to find out information about people applying for jobs.
- It is strongly recommended, therefore, that staff use appropriate language and images on social media in line with the school's code of conduct and that staff do not have parents as friends on social media websites.

SOCIAL MEDIA

Definition of social media

For the purpose of this policy, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. The term social media refers to a number of online networking platforms such as:

- blogs (written, video, podcasts), e.g. WordPress, Blogger, Tumblr;
- micro-blogging websites, e.g. X
- social networks, e.g. Facebook, LinkedIn;
- forums/message boards; and
- content-sharing sites, e.g. Flickr, YouTube and Instagram.

Employees should be aware that there are many more examples of social media and this is a constantly changing area. Employees should follow the guidelines outlined in this policy in relation to any social media that they use.

Personal use of social media at work

Employees are not allowed to access social media websites for their personal use from the school's computers or devices at any time. This includes laptop/palm-top/hand-held computers or devices (e.g. mobile phones) distributed by the school for work purposes.



The school understands that employees may wish to use their own computers or devices, such as laptops and palm-top and hand-held devices (e.g. mobile phones), to access social media websites while they are at work. Employees must limit their personal use of social media on their own **to their official rest breaks such as on their lunch break/times**. The use of any personal computers or devices must be discreet, appropriate (e.g. not in the presence of pupils) and in no way interfere with work.

At all other times during the day employee computers and devices, e.g. mobile phones, should always be switched off especially during lesson times.

Social media in a personal capacity

The school recognises that many employees make use of social media in a personal capacity. However, the employee's online profile, e.g. the name of a blog or a Facebook name, must not contain the school's name. Furthermore, while they are not acting on behalf of the school, employees must be aware that they can damage the school if they are recognised as being one of the school employees. Any communications that employees make in a personal capacity through social media must not:

- a. bring the school into disrepute, for example by:
 - criticising the school;
 - criticising or arguing with management, colleagues, children or their families;
 - making defamatory comments about individuals or other organisations; or
 - posting images that are inappropriate, for example, photographs of themselves or colleagues taken at work or links to inappropriate content;
- b. breach confidentiality, for example by:
 - revealing any information owned by the school; or
 - giving away confidential information about an individual (such as a colleague or child) or an organisation, e.g. the school or the Local Authority;
- c. abuse their position of trust when working with children/young people, for example by:
 - contacting children or their families through social networking sites unless the reason for this contact has been clearly and firmly established by the head teacher or chair of governors;
 - accepting any requests to become a named friend on a social networking site made by a child/young person; or
 - uploading any photographs or video containing images of children/young people for whom the employee holds a position of trust unless in line with the school procedures;
- d. breach copyright, for example by:
 - using someone else's images or written content without permission;
 - failing to give acknowledgement where permission has been given to reproduce something; or
- e. do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:



- making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
- using social media to bully another individual (such as an employee of the school);
- using social media to exclude other individuals; or
- posting images that are discriminatory or offensive.

Security and identity theft

Employees should be aware that social networking websites are a public forum, particularly if the employee is part of a "network". Employees should not assume that their entries on any website will remain private. Employees should never send abusive or defamatory messages.

Employees 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 favourite football team, which can form the basis of security questions and passwords. In addition, employees should:

- ensure that no information is made available, or referred to, that could provide a person with unauthorised access to the school and/or any confidential information;
- inform their manager immediately if they suspect that their personal site has been compromised or accessed by an unauthorised person;
- refrain from recording any confidential information regarding the school on any social networking website;
- check their security settings on social networking site so that information is only visible to the people who they want to see it;
- put their name into an internet search engine to see what people can find out about them; and
- help friends and colleagues out by letting them know if they spot things on their pages that might be misconstrued.

Defamatory statements

Material posted on a site may be defamatory if it contains something about the school's employees, partners, children or other individuals that an employee may come into contact with during the course of their work that is not true and undermines the school's reputation. For example, photographs or cartoons that may have been doctored to associate the school or its employees with a discreditable act.

Libellous statements

Material posted on a site may be considered libellous if it is in permanent form and directly or indirectly clearly identifies the school or one of its employees or children with material that damages their reputation. Employees should always use their own judgment but should bear in mind:

- that information that they share through social networking sites is still subject to copyright, Data Protection, Freedom of Information and Safeguarding legislation;
- the Code of Conduct; and



- other relevant school policies (e.g. Dignity at Work, Whistleblowing Procedure, Equality Policy and policies and guidance regarding acceptable use of email, intranet and internet whilst at work).

DISCIPLINARY ACTION

All employees are required to adhere to this policy. Employees should note that any breaches of this policy may lead to disciplinary action under the school's disciplinary procedure. In situations where it becomes known that an employee has posted material to be defamatory or a breach of contract, the employee will be asked to remove the offending material from the social media site immediately.

Serious breaches of this policy, e.g. incidents of bullying of colleagues or social media activity causing serious damage to the school, may constitute gross misconduct and could result in dismissal.

EQUALITY

Bollinbrook CE (A) Primary School will ensure that, when implementing the Social Media Policy, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

MONITORING

Data relating to the operation of this policy will be collated and monitored regularly to ensure that the policy is operating fairly, consistently and effectively. Issues that are identified from the data will be dealt with appropriately.

REVIEW

The policy will be reviewed in the light of operating experience and/or changes in legislation and in consultation with the Trade Unions.

Prepared by: Education HR Consultancy (LG)

Date: April 2016

Useful Links: All of the following should be accessed via the folder "Policies and Other Key Documents" available on Staff Share. If unable to access please refer to Karen Crosland (SBM):

Disciplinary Policy and Procedure

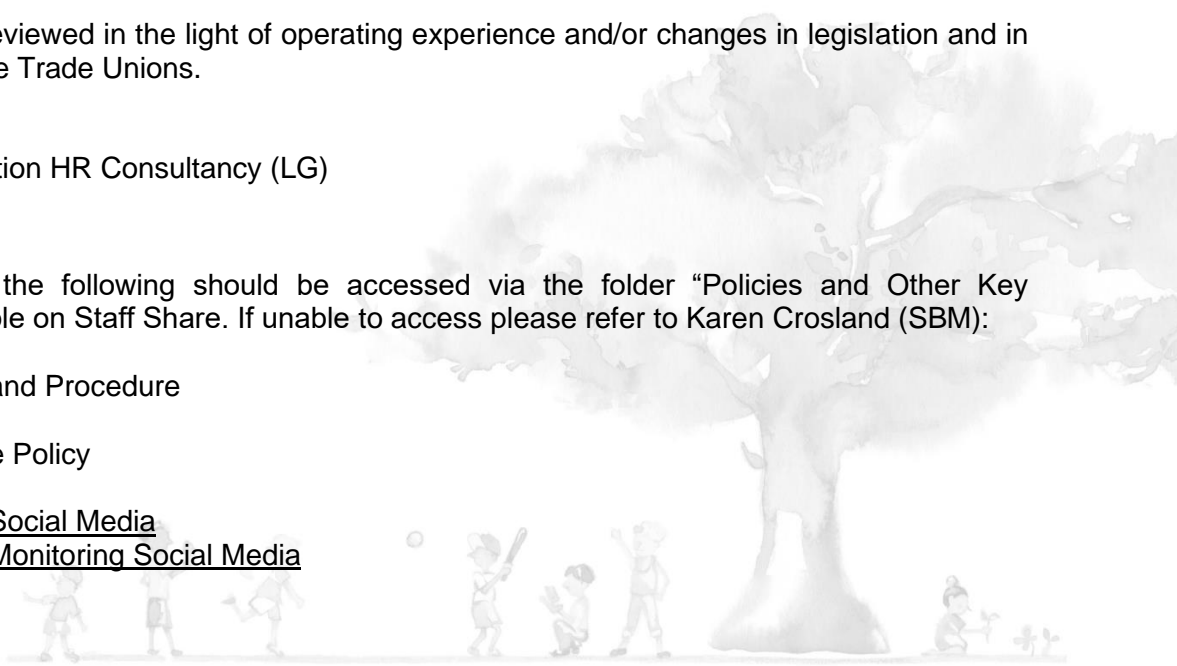
Dignity at Work

ICT Acceptable Use Policy

Code of Conduct

[CEC Guidance on Social Media](#)

[CEC Guidance on Monitoring Social Media](#)





Appendix 1: Use of Facebook and Instagram Policy

Policy outline

The aim of this policy is to explain acceptable use of Facebook and Instagram relating to Bollinbrook CE Primary School Facebook account Bollinbrook CE Primary School and Instagram bollinbrookschool, for staff, pupils, parents and governors. The policy will therefore aim to explain the purpose of both social media sites in Bollinbrook CE Primary School and the benefits that will arise from its proper use, and also deal with any potential pitfalls from using social media.

Aims

Bollinbrook CE Primary School Facebook and Instagram account will be used and followed principally by staff, parents and other professionals (e.g. HolidayZone) in order to advertise the excellent work by staff, pupils, parents and governors and to celebrate the success and achievements of the children. Similarly, it will also contain information detailing special events in school. The aim of this is to run alongside more traditional methods like sending home letters, the website and text service. Both sites will not be used to replace these current systems. Whilst using Twitter and Instagram, all staff will demonstrate safe and responsible use of social media.

Control and usage

The uploading of content will be controlled by members of the Senior Leadership Team and a selection of approved staff. They alone will be responsible for password protection and uploading of content. The Bollinbrook accounts will only post between the hours of 8am and 6pm between Monday and Friday. The only time posts outside of this time are for school events (e.g. football matches, residential trips, performances) or to share urgent school news (e.g. closures due to adverse weather). No private messages will be sent using these accounts. Any contact to followers should be made using other methods.

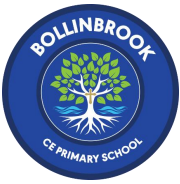
Followers

At present, the Bollinbrook CE Primary accounts are public. We reserve the right to block accounts deemed inappropriate or offensive to ourselves and/ or others. Staff wishing to follow the Bollinbrook Primary accounts may do so as long as their own personal accounts are secure and private. Under no circumstances should staff members follow parents or students. Professional accounts should be used to advertise the school in a positive light and promote useful information to their followers.

In order to protect ourselves from inappropriate content being distributed into our news feeds, the Bollinbrook Primary account will not actively seek to follow other users. However, exceptions may be made where following an account has obvious benefits to the school (children's author or an educational account). Once again, these will be decided on a case-by-case basis at the discretion of the user. Both accounts should be used more as distributors of information to those who follow it and not as a receiver of information.

Inappropriate content and referencing.





Bollinbrook Primary School welcomes any referencing, mentions, or interactions that posit the school in a positive light only. Therefore, Bollinbrook Primary School deems any of the following as inappropriate:

- Offensive language or remarks aimed at the school, its staff, parents, governors or others affiliated with the school.
- Unsuitable images or content posted into its feed.
- Images or text that infringe upon copyright.
- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school.

Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported to Facebook or Instagram. Furthermore, incidents of a more serious nature may be reported to the appropriate authority.

Images

The Facebook and Instagram account will only use children's first names when referencing children provided that Parents / Carers have given written consent. The Bollinbrook Primary Facebook and Instagram accounts will not post photos of children's faces of those whose parents have opted out. Accounts may post photos of work and learning from those opted out. For example, we may share a photo of a child creating a piece of artwork that features the child's hands. The names of those opted out children will not be used.

Facebook's own safety rules can be read on: <https://en-gb.facebook.com/help/122006714548814>

Instagram's safety rules can be read on <https://about.instagram.com/blog/tips-and-tricks/privacy-and-safety-tips-for-instagram>





BOLLINBROOK CE PRIMARY SCHOOL
SOCIAL MEDIA POLICY

