

# Deansbrook Infant School

## Social Networking Policy

October 2017

Review: October 2019

### **Introduction**

At Deansbrook Infant School the welfare and safeguarding of our pupils is crucial. This policy on the use of social networking sites in school has been devised in the interest of pupil safety and staff professionalism. Involvement in social networking sites such as Facebook and x-box live, and posting material on sites such as Youtube can have a negative effect on a school's reputation. This policy sets out guidelines for the usage of these sites by all members of the school community.

### **Aims and objectives**

This policy is to safeguard and protect children and staff. It seeks to provide clear guidance on the acceptable use of all social networking sites to maintain the reputation of the school and protect the school community from allegations and misinterpretations that can arise from the use of such sites.

### **Use of social networking sites**

#### **Pupils:**

- It is illegal for children under the age of 13 years to be registered on any social networking site. The school has an annual e-safety program in place which includes reminding children and parents about the legal restrictions on social networking sites.
- No pupil should attempt to join a staff member's areas on networking sites. If pupils attempt to do this, the member of staff is to inform the Head teacher who will inform the parents.

#### **Staff:**

- School computers are not to be used to access social networking sites at any time of day
- No member of staff can publish pictures of school events on social networking sites without permission from the headteacher
- Staff should ensure that their accounts have the highest security settings to give them maximum privacy <sup>1</sup>

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<sup>1</sup> See Appendices

- Staff must not post negative comments about the school, pupils, parents, colleagues or governors
- No member of staff should interact with any pupil in the school on social networking sites
- No member of staff should interact with any ex-pupil in the school on social networking sites who is under the age of 18 years
- Staff should not be 'friends' with any parent at the school, unless they are also a member of staff
- If you have any evidence of adults using social networking sites during the working day, you must contact one of the named Designated Safeguarding Officers at the school
- If you have evidence of a pupil using a social networking site in or out of school, you must contact one of the designated safeguarding officers at the school

#### **Supply staff, Volunteers, Students, Visitors, Governors and Contractors:**

- All Volunteers, Visitors, Governors and Contractors are expected to follow our social networking policy whilst on the premises.

#### **Parents, Carers and Legal Guardians**

- Parents and carers must not post pictures of children from the school (other than their own children) or staff on any social networking site.
- Parents should not post malicious or fictitious comments about any member of the school community on social networking sites.
- Parents should not send a 'friends' request to members of staff at the school.
- Parents/carers should co-operate with the school if there are any cyber-bullying incidents being investigated that involve their child.

#### **Child protection guidance**

- If the head teacher receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner as detailed above they should:
  - P• Record the disclosure in line with their Safeguarding and Child Protection policy
  - The LADO will advise whether the member of staff should be suspended pending investigation after contact with the police. It is not recommended that action is taken until advice has been given.

#### **Dissemination**

The social networking policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.

