



# **Dore Primary School**

## **Social Media Policy for staff, governors, volunteers & visitors to site.**

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# Social Media Policy for staff, governors, volunteers & visitors to site.

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## **SECTION 1 INTRODUCTION**

The Governing Body of Dore Primary School have adopted this policy for teachers, support staff, volunteers & visiting professionals.

**It will review it annually, in September each year.**

In implementing this policy Dore Primary School sets out the standards of behaviour expected from all employees, volunteers, governors and other third parties in regard to the use of social media.

1.0 The widespread availability and use of social media applications bring opportunities to understand, engage and communicate with each other in new ways. It is important that we understand that employees will use these technologies as they are becoming integral to modern life. Indeed, it is important that employees understand these technologies as children and young people are engaging in social media more than any other group in society and it significantly influences their lives.

Alongside these opportunities there are risks attached to the use of social media. Distribution of material cannot be controlled. Once posted to an initial target audience, material can be posted anywhere through the networks of each individual in that audience and beyond.

It is important to ensure that we consider the above in line with our duties in School and as part of the wider Sheffield City Council, as well as our legal responsibilities and our reputation. It is also important that we encourage an understanding that online activity via social media is subject to all of the norms, protocols and regulations that apply to relationships in "real life".

For example, our use of social media 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 individuals' rights whilst providing a framework of good practice.

1.1 The school will ensure this policy document is communicated and made available to all staff. It will remind employees annually

- to familiarise themselves with the policy
- how to access a copy of the policy

## **SECTION 2 PURPOSE**

2.0 The purpose of this policy is to ensure:

- that employees are aware of expectations of appropriate use of social media applications.
- that the School and the Council is not exposed to legal and governance risks;
- that the reputation of the School and the Council is not adversely affected;

- that safeguarding of children and young people is not threatened by use of social media.

### **SECTION 3 SCOPE**

3.0 This policy covers the use of social media applications by School employees, Volunteers, Governors and other third parties (including contractors). These groups are referred to collectively as 'School representatives' for brevity.

The requirements of this policy apply to all uses of social media applications.

'Social media' is the term commonly given to websites, online tools and other Information Communication Technologies which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. This policy will also apply to any new or emerging technologies or systems which may develop in the future.

Social media applications include, but are not limited to:

- Social networking sites such as Facebook and Pinterest
- Blogs, for example Blogger
- Online discussion forums, such as Sheffield Forum or Ning
- Collaborative spaces, such as Google Drive
- Media sharing services, for example YouTube, Instagram and Snapchat
- 'Microblogging' applications, for example Twitter.

All School representatives should bear in mind that information they share through social media 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's Code of Conduct.

It applies to the use of social media for both school and personal purposes, whether during working hours or otherwise. The policy applies regardless of whether the social media is accessed using School facilities and equipment or equipment belonging to members of staff.

### **SECTION 4 ENFORCEMENT**

4.0 Any Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed outside working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach. Any member of staff suspected of breaching this policy will be required to co-operate with an investigation, which **may** involve accessing of **relevant** passwords and login details in some circumstances. This would be in accordance with any policies affecting the monitoring of electronic communications and in accordance with an employee's legal rights.

Judgement as to what specific examples constitute inappropriate use will be made by the Headteacher and Governors of the school on a case by case basis taking into account the circumstances of the case, reasonableness, what risks could reasonably be known at the time the offence took place and consistency.

Examples of cases which have involved disciplinary action or dismissal have involved:

- posting comments on Facebook about pupils or their parents which are inappropriate and in some cases have divulged personal information.

- commenting about other colleagues at work or inappropriate messages sent to them which could constitute harassment, discrimination, victimisation or bullying.
- posting comments about personal views of issues in the public domain which could lead the school and its community to lose confidence in the employee, for example racist comments.
- joining groups which may be deemed to be inappropriate for employees of the school or city council to be members of.
- inappropriate relationships with pupils arising from social media.

**The policy is not intended to restrict all employee activity on social media however school representatives are asked to exercise caution and professional judgement about what they use it for, who they communicate with and subject matter.**

**School representatives are advised to make full use of the security settings available within the systems but note that these cannot be guaranteed to provide protection against allegations being made or disciplinary action being taken.**

## **SECTION 5 RELATED DOCUMENTATION**

5.0 Social media should not be used in a way that breaches any of the school's other policies. This policy refers to and should be read in conjunction with the following documents:

- The School's Code of Conduct
- The Schools Online Safety policy and Acceptable Use Policy
- The Schools Disciplinary Procedure
- The Harassment, Discrimination, Victimisation and Bullying Policy
- Data Protection Policy

## **SECTION 6 TERMS OF USE**

6.0 School representatives must adhere to the following Terms of Use:

### **6.1 Safeguarding**

Responsibilities for safeguarding apply equally to online behaviour as they do to all other behaviour. **Sheffield Safeguarding Children Board policies apply to social media activity and should be understood by all School Representatives.**

School Representatives should carefully consider in each case the appropriateness of soliciting or accepting online relationships with pupils or ex-pupils of the school. In this respect, responsible and appropriate relationships with children should be considered with regard to the school representative's role in school and be consistent with all other relationships with children.

### **6.2 Respect**

We expect that school representatives will not post any information online that could bring the School or Council into disrepute. They must respect pupils, colleagues, parents and other school users' rights to fair and equitable treatment. Abusive or hateful content will not be tolerated.

### **6.3 Confidentiality**

All material posted on social media applications should respect data protection and

confidentiality regulations, policies or statutes. Personal information of others including colleagues and pupils must not be placed online without the appropriate permissions.

**Staff should not state Dore Primary School as their place of work.**

#### **6.4 Political or Financial interests**

Social media should not be used for any political or financial interests that may contravene other policies such as the Code of Conduct

#### **6.5 Illegal, Sexual or Offensive material**

It is the opinion of the school that it is incompatible with the role of any School Representative to post any such material via social media. Therefore sourcing, sending, posting or other involvement in offensive material: sexually explicit, offensive content based on race, sex, disability, sexual orientation age or religion will not be tolerated.

#### **6.6 Representation of the School or Council**

School Representatives must not post any School or Council information or logos online without the express permission of the Headteacher or other authorised personnel

#### **6.7 Appropriate Online Relationships**

It is advisable to follow certain protocols in personal use of social media:

- Communications should never be about colleagues or pupils on social networks.
- Consider carefully whether it is appropriate to accept colleagues, parents or other school users as "friends" on your private social networks. It may be advisable to manage your online "friends" in social networks by creating friend groups then restricting access to certain information and photographs by particular groups.
- Ensure your friendships and communications can be termed "appropriate".

#### **6.8 Communication with Children and Young People**

Communication between children and adults should remain professional at all times.

- Do not share any personal information with a child or young person.
- Do not request, or respond to any personal information from a child or young person, other than that which is appropriate as part of your professional role.
- Ensure that all your communications are transparent and open to scrutiny
- Do not give your personal contact details to children including email, home or mobile telephone numbers etc unless the need to do so is agreed with senior management and parents/carers.
- Do not use social media communication channels to send personal messages to a child or young person.

## **6.8 Raising concerns**

Other policies and procedures adopted by the school, such as those covering Whistleblowing, Individual Grievance, and Harassment, Discrimination, Victimization and Bullying (HDVB) should be used to raise any concerns about your treatment at work or any other concerns you may have. The use of social media to raise such concerns will be considered inappropriate.

## **SECTION 7 PERSONAL USE OF SOCIAL MEDIA ON SCHOOL OR COUNCIL EQUIPMENT**

**7.0** We recognise that employees may work long hours and occasionally use social media for personal activities in school or by means of our computers, networks and other IT resources and communications systems. We authorise such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity (i.e. usage should not occur during paid working time). Circulating chain letters or other spam is not permitted. Circulating or posting commercial, personal, religious or political solicitations, or promotion of outside organisations unrelated to the School's or Council's business are also prohibited without prior agreement from the headteacher or Senior Leadership Team.

## **SECTION 8 MONITORING**

**8.0** School Representatives should expect that monitoring of social media shall be in line with the monitoring policies of all other online and information technology based communications.

### **Appendix 1 - Social networking standards**

Below sets out the standards expected of all staff representatives when using social media

#### **DO**

- **Act responsibly at all times.** Even if you do not identify your profession or place of work, please be aware that your conduct online could jeopardise any

professional registration and/or your employment

- **Protect your own privacy.** Think about what kind of information you want to share online and who you want to share this with. Adjust your privacy settings accordingly. Do not share your place of work.
- **Remember everything is public.** Even with the highest level of privacy settings, once something is online it can be copied and redistributed and it is easy to lose control of the information. Work on the assumption that everything you post online will be permanent and will be shared with others.
- **Take appropriate action if you are the target of abuse online.** If you are the target of bullying or abuse online you can take action in dealing with this, such as blocking individuals from interacting with you and reporting inappropriate activity.
- **Be considerate to your colleagues.** Pictures or information about colleagues should not be posted on social networking sites unless you have the agreement of the individual concerned. Always remove information about a colleague if they ask you to do so.
- **Respect the privacy of others.** If photographs are taken at an event then check whether those in attendance are in agreement that photos can appear on a public social networking site before posting. Remember it may not always be an appropriate way to share information whether work related or not.
- **Remember the benefits.** Used responsibly, social media can be accessed to keep up to date with a number of professions and information.

#### **DO NOT**

- **Share confidential information online.** In line with the Data Protection Act 1998 employees should not share any child / family identifiable information online or any personal information about colleagues. In addition to this, any confidential information about the school should not be revealed online.
- **Build or pursue relationships with children, parents, families.** Even if the child / client or parent is no longer within your care, the school does not deem this as appropriate behaviour. If you receive a request from a child or parent then many sites allow you to ignore this request without the individual being informed to avoid any offence. If you are concerned about this in any circumstance, please discuss with your Manager. Exceptions to this rule are when a prior relationship already exists. Extreme care must still be exercised.
- **Use social networking sites to inform professional practice.** There are some circumstances/job roles where this may be appropriate however careful consideration and discussions with management should be applied
- **Discuss work related issues online.** This takes into account conversations about parents, children, colleagues or anything else which may identify the school online and bring into potential disrepute. Even if you think these conversations have been anonymised they are very likely to be deemed inappropriate.
- **Post pictures of children/young people/ their parents .** Never post pictures of clients / parents or their children online even if they have asked you to do this. Employees should never take pictures of parents, children unless they are relevant and within the boundaries of the Online Safety Policy. Permission from the subject and parents of children should always be obtained. ***Do not use your own mobile phone camera in school.***

- **Raise concerns about your work.** Social networking sites should never be used for raising or escalating concerns at work. If you have concerns then these should be raised through either discussing with your line manager or following the relevant policy/procedure for raising concerns at work.
- **Engage in activities online which may bring the Organisation into disrepute.** Think through what activities you take part in whilst online and what you do or say that may bring the school into disrepute. Any reports of this will be reviewed in line with their appropriateness.
- **Be abusive to or bully other colleagues.** Social networking sites should not be used as a forum for abusive behaviour towards colleagues.
- **Post derogatory, defamatory or offensive comments about colleagues, the child / parents / clients / families, your work or school.** Everything posted on a social networking site should be deemed as open to the public and it is therefore unacceptable to use this as a forum for posting inappropriate comments.
- All of the above applies to both open and private sections of any social networking site employees identify themselves with.