



COLD HARBOUR
C of E Primary School

Social Networking Policy2016

Growing, Learning, Achieving Together

Responsibility of Curriculum Committee
Next Review Date; May 2019

In the context of this policy “everyone” refers to members of staff, governors, Friends and anyone working in a voluntary capacity at the school

Cold Harbour CE Primary School

Policy Ethos Statement

Ensuring that our children have every opportunity to develop the confidence and capacity to become successful, lifelong learners is a key task for us.

Cold Harbour is a school committed to 'Growing, Learning, Achieving Together' with strong Christian values underpinning this.

- ✓ Growing in confidence, faith, personal awareness and ability
- ✓ Learning in creative, fun, technologically assisted and investigative ways
- ✓ Achieving as individuals, teams and as a whole school community across a diverse range of opportunities
- ✓ Together through our shared Christian values of tolerance, faith, guidance, respect and nurture.

This policy will clearly define how the procedures and opportunities in school will enable all children to achieve our key aims.

'Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can,
To all the people you can,
As long as ever you can.'

(John Wesley)



Introduction

The purpose of this policy is to protect the reputation of employees of the school and the school as a whole from intended or unintended abuse via personal employee usage of social networking and personal internet sites.

The school recognises that such sites are increasingly useful communication tools and acknowledges the right of employees to freedom of expression. However, employees must be aware of the potential legal implications of material which could be considered abusive or defamatory and must at all times bear in mind the need to remain compliant with Milton Keynes Council's Code of Conduct.

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Key Principles

- Everyone* at Cold Harbour has a responsibility to ensure that they protect the reputation of the school, and to treat colleagues and members of the school with professionalism and respect.
- It is important to protect everyone* at Cold Harbour from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone* at Cold Harbour considers this and acts responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer **must not** communicate with children via social networking.
- This policy relates to social networking outside work. Blogging and accessing social networking sites at work using school equipment is not permitted.
- This policy is not covered by the Chatham House rule and therefore no communications irrespective of their anonymity should be shared that relate to any specific event, protocol, pupil or person at Cold Harbour School.

Aims

- To set out the key principles and code of conduct expected of all members of staff, governors, Friends and volunteers at Cold Harbour School with respect to social networking.
- To further safeguard and protect children and staff.

Code of Conduct for Everyone* at Cold Harbour - Social Networking

The following are not considered acceptable at Cold Harbour School:

- The use of the school's name, logo, or any other published material without written prior permission from the Headteacher. This applies to any published material including the internet or written documentation.
- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school.
- The use of any school, data, information, contact details or photographs of employees, pupils, parents or partner organisations without the explicit written permission of the school and the explicit written permission of the data subject (e.g. person shown in any photograph).
- The school reserves the right to require removal of any material published by an employee which may adversely affect the school's reputation or create risk of legal proceedings against the school.

In addition to the above everyone* at Cold Harbour School must ensure that they:

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.
- Do not include comments or photographs which could bring into question your professional credibility (directly bearing in mind Milton Keynes Council's Code of Conduct)
- Do not invite or accept as 'friends' on such sites any child or vulnerable adult you have met in the course of your employment.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.
- Should you receive press or media contact regarding the content of your personal site and feel there may be implications for you or which in any way relates to the school, you should consult your Headteacher.

Potential and Actual Breaches of the Code of Conduct

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence which is also contrary to the school's ethos and principles.
- The Governing Body will take appropriate action in order to protect the school's reputation and that of its staff, parents, governors, children and anyone else directly linked to the school.

This document is a statement of the aims, principles and practice at Cold Harbour School.

- **It was developed in Autumn 2010**
- **The Governing Body FIRST APPROVED the policy in Autumn 2010**
- **It was reviewed in May 2016 by the E-Safety coordinator after consultation with staff**
- **The policy will be reviewed by the Curriculum and Standards Committee in line with changing technology and at least annually.**