



Social Media Policy

2025 - 2026

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Chair of Governors	Katherine Russell
Reviewed	October 2024 February 2026
Renewal date	March 2026

SOCIAL MEDIA POLICY

Purpose:

The purpose of this Policy is to ensure that:

- All children at the school are safeguarded and protected.
- All staff understand the standards that social media users are required to observe, the circumstances in which this media will be monitored and the action that will be taken if the required standards are not met.
- Staff do not spend unreasonable amounts of working time using school facilities, or their own personal devices, during their working hours.
- Employees maintain a clear line between their private and professional lives.

Policy:

- Social media sites may not be used on the school premises and computer systems may not be used to access these sites unless for school agreed business.
- Staff who use any social media sites outside of work must refrain from using them in any way that could lead others to consider their conduct unacceptable or offensive.
- Staff who wish to follow the school's social media account should ensure that they do not like/comment/repost from a personal account that can be traced back to them.
- Staff must not make any offensive comments about the school and its staff or make any comment or disclosure that constitutes a breach of any work related duty of confidentiality especially at times outside of working or contractual hours.
- Employees will not invite, accept or engage in any communication with students and/or parents on social media sites at any time during the period of their employment at the Trust.
- Any communication received via a social media site from a student must be immediately reported to the Head Teacher and Designated safeguarding lead to ensure any relevant safeguarding procedure is followed.
- If any Employee becomes aware of any inappropriate communication involving a child and a member of staff they must report it immediately to the Head Teacher.
- Staff are responsible for any material they post online which refers to the school and its staff community. Employees must maintain professionalism, honesty and respect, and ensure that they do not make any inappropriate, abusive, hateful or derogatory remarks or statements that may be interpreted as such by others.
- At no time must photographs of children or material be published without the consent of the school or individuals concerned.

- Any Employee who posts remarks or publishes photographs that breach confidentiality could be subject to disciplinary action.
- Staff should remember that material they share through social media applications, even in private spaces, are still subject to copyright, data protection and other legislation.
- Staff must not use social media applications to publish any material that constitutes bullying, harassment, defamation, inappropriate conduct or that could bring the school or Trust into disrepute. This may result in legal action.
- Any misuse of the school's facilities e.g. telephone, ICT or mail services, may lead to disciplinary action.
- Communications through Internet based websites between a member of staff and a child, may lead to disciplinary and/or criminal investigations.
- Staff should be aware that without consent, the Trust may monitor or record communications where inappropriate activity involving children is suspected, or where there is reasonable suspicion that an offense is being, or likely to be committed.
- Breaches of this Policy may be regarded as misconduct, or even gross misconduct and could lead to disciplinary action up to and including summary dismissal.