



## The Trinity Federation

*“Our schools are committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within the federation to share this commitment”*

### **Social Media Policy including Use of Mobile Phones and Digital Photography Policy**

Social media and social networking sites play an important role in the lives of many youngsters. We recognise that sites bring risks, but equally there are many benefits to be reaped. This document gives clarity to the way in which social media are to be used by pupils and school staff at all schools within The Trinity Federation (St. Mary's Bluecoat CE Primary School, Worfield Endowed CE Primary School and Beckbury CE Primary School).

There are five key areas

- A. The use of social networking sites by pupils within school.
- B. Use of social networking by staff in a personal capacity.
- C. Creation of network accounts by staff for use in education.
- D. Comments posted by parents/carers.
- E. Dealing with incidents of online bullying.

#### **A. The use of social networking sites by pupils within school.**

The school's Acceptable Use Policy (AUP) makes it clear to pupils what use of social media is allowed. This states that, 'Pupils are not permitted to use social networking sites within school. Pupils should not use their own, Internet enabled devices in school. This includes at after school events such as a school disco and any other event where a parent is not directly supervising their child's use of the device. The school reserves the right to confiscate any device used in these circumstances. If confiscation is necessary then the device will be stored in the school safe and a parent will be contacted to collect the device'.

The school e-safety policy states sanctions for breaching the policy.

#### **B. Use of social networking by staff in a personal capacity.**

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them **to protect their professional reputation** by ensuring that they use their personal accounts in an appropriate manner.

**Guidelines are issued to staff:**

- i. Staff must never add pupils as friends into their personal accounts.
- ii. Staff must not post pictures of school events without the Headteacher's consent.
- iii. Staff must not use social networking sites within lesson times.
- iv. Staff need to use social networking in a way that does not conflict with the current National Teacher's Standards
- v. Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- vi. Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.
- vii. Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.
- viii. Staff must have due regard to the KCSIE document at all times

Inappropriate use by staff should be referred to the Executive Headteacher in the first instance or LADO (Local Authority Designated Officer). The Executive Headteacher (or a designated member of ELT) will follow up every breach of these guidelines. A breach may result in disciplinary action being taken.

**C. Creation of network accounts by staff or anyone associated with the school (i.e. PTFA) for use in education.**

All social media services must be approved by the Executive Headteacher in advance of any educational work being undertaken.

**D. Comments posted by parents/carers.**

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.

- i. Parents are not expected to post pictures of pupils other than their own children on social networking sites.
- ii. Parents should make complaints through official school channels rather than posting them on social networking sites.
- iii. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.
- iv. Parents must not create social media accounts which appear to be associated with the school i.e. class group pages on Facebook.

Inappropriate social media sites created by parents which breach this policy will be reported to the account administrator and if necessary, the appropriate social media provider.

## E. Dealing with incidents of online bullying

The school's e-safety and Anti Bullying Policy makes sanctions regarding bullying using new technologies very clear.

Page 5 of 'Behaviour and Discipline in Schools' indicates that the school can take action against incidents that happen outside school if it:

- i. Could have repercussions for the orderly running of the school or
- ii. Poses a threat to another pupil or member of the public or
- iii. Could adversely affect the reputation of the school.

Use of social networking sites to harass, bully or intimidate would be covered by this irrespective of when/where the post was made.

## Use of Mobile Phones and Digital Photography Policy

Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage, EYFS 2007). **Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day.**

### Procedures

- i. Under the data protection act of 1998 school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network which is password protected until the school ceases to operate, should this occur then all photographs will be shredded or deleted from the school network.
- ii. The school's digital cameras must not leave the school setting (unless on an educational visit). Photographs are printed in the setting by staff and images are then removed from the camera memory.
- iii. Photographs may be taken during indoor and outdoor play/learning and displayed in school and in albums or in a child's development records for children and parent carers, governors, Ofsted, LA officers (on the password protected area of the school website), to look through.
- iv. Often photographs may contain other children in the background.
- v. Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents must not post photographs or video containing other children on social media websites. A verbal reminder will be given by staff at each event.
- vi. On occasion, the school might like to use photographs of children taking part in an activity to advertise/promote the school via the website etc, however in this instance, specific parental permission will be required.
- vii. Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in our school. **Visitors should be challenged if seen using a camera inappropriately or photographing children.**
- viii. The use of cameras and mobile phones are prohibited in toilets and nappy changing areas.

ix. All school cameras and videos should be kept securely at all times and used with appropriate authority.

## **Safeguarding of Children - *Mobile Phone Policy***

### **The purpose and Importance of the Mobile Phone Policy**

The Federated Governing Body of The Trinity Federation recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

### ***Ensuring the Safe and Appropriate Use of Mobile Phones***

The Federated Governing Body of The Trinity Federation allows staff to bring in mobile phones for their own personal use. However, they must be kept in their bags or cupboards at all times and are not allowed to be used in the classrooms when children are present, or in toilets, changing rooms or in the play areas at anytime. If staff fail to follow this guidance, this should be reported to the Executive Headteacher who will decide if disciplinary action should be taken.

***If staff need to make an emergency call which would mean breaching this policy, they must do so from a school phone or use their mobile phone in the staffroom.***

Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the nursery grounds. There are digital cameras available within the EYFS setting and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.

Members of staff may only contact a parent/carer on school approved mobile phones.

Personal mobiles **MUST NOT** be used.

When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until they go home.

***Pupil mobile phones are not permitted on school trips or the school bus journey.***

***Use of Mobile Phones for Volunteers and Visitors:***

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the office telephone. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Executive Headteacher's permission.

***This policy was adopted by the School Governors and staff on.....***

***Signed by:***

.....***Safeguarding Link Governor***

.....***Executive Headteacher***

Policy review: January 2018