



## School Social Networks Procedure

### PURPOSE

E-safety is an important consideration for all within Wingate School. As we expand the school usage of various social networks, it is important that all safety considerations are addressed. The safeguarding of students and staff is always our main focus and the following Procedure is designed to ensure that we take all reasonable steps to prevent the release of unsuitable, incorrect or inappropriate content to social networks used by Wingate School. This includes Heads of Departments uploading content to social media sites. This also includes the current restrictions and safety protocols during the Covid-19 pandemic.

### Roles & Responsibilities:

- Designated Safeguarding Officer                      Mr Colin Macrae, Head of Wingate School
- Mr J Green    Responsible for the uploading of content and monitoring sites

One of the following personnel is responsible for checking all content prior to release:

- Mr C Macrae, Head
- Mrs J Thompson, Bursar
- Sra G Barrio, Directora Técnica de la Sección Española

### Safeguarding considerations:

The School will:

- Be aware of the school's online reputation and recognise that the online activity can be seen by others including parents, pupils, colleagues and the general public on social media
- Be responsible for the words and actions posted on an online environment. We must consider whether any comment, photograph or video that is posted on a social networking site is something that they want pupils, colleagues, other employees, or even future employees, to read
- Ensure that all relevant staff operate within the boundaries of this procedure
- Use a dedicated phone for photographs and videos
- Staff are discouraged from using their personal mobiles but if used, once submitted, the content must be deleted from their phone

### Prior to uploading content:

**All content is to be checked by 2 responsible people from the lists above.** They are checking the content to ensure:

- Covid-19 safety procedures are being observed i.e social distancing, wearing of masks, multiple students not touching the same objects
- It does not bring the school into disrepute or undermines the reputation of the school and/or individuals
- That it does not contain lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips
- It is not defamatory or knowingly false
- That the privacy wishes of parents not to show their children on any social media is adhered to
- Consideration of GDPR particularly using student or staff names
- That the personal privacy wishes of staff is adhered to
- **If in doubt, don't post it!**

### Once content is approved and uploaded:

Mrs S Everett and Mr J Green are responsible for the monitoring of content and responses from all social media sites. The following needs to constantly be considered:

- What actions are to be taken should negative comments are posted
- What correspondence is undertaken in response to posts
- When content should be removed

**This procedure will be kept under review on an as-and-when-required basis, or when there are:**

- Legislative changes particularly concerning Covid-19 restrictions
- Good practice guidance changes
- Significant incidents reported



Mr Colin Macrae  
Head of Wingate School

Date of review: ongoing