

## 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. The school has two Communications Managers who are responsible for all the social media releases.

### Roles & Responsibilities:

- Designated Safeguarding Lead Mr M Howells - Head of Wingate School
- Mr J Green or Mrs J Richards Communication Managers - Responsible for the uploading of content and monitoring sites

### 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 the Communication Managers are responsible for ensuring that:

- 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 uploaded:

Mrs J Richards 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 be 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:

- Good practice guidance changes
- Significant incidents reported

Mr M Howells  
Head of Wingate School

Date of review: Ongoing