

The Quinta Governor Social Media Policy

Title

Social Media

Associated Policies

Code of Conduct and governor Charter

NEXT REVIEW: AUNTIMN 2019

Policy Statement

- The primary purpose of the Personal Use of Social Media Sites Policy and procedure is to clarify for Trust members/governors how they should conduct themselves when using all forms of social media sites. If followed, it will help minimise risk in terms of safeguarding concerns or incidents where Trust members/governors' integrity could be undermined, the school be brought into disrepute and professional relationships with colleagues, staff, children and children's parents compromised.
- Additionally, adhering to the policy reduces the risk of members/governors inadvertently contravening sections of the Data Protection Act or falling foul of libel, defamation and copyright laws

Who does this policy apply to?

- The policy is recommended for all Trust members/governors. The policy is concerned with the personal use of social media sites, not with work/official social media sites. Any Trust member/governor wanting to create a school-related social media site must discuss this with and obtain approval from the Headteacher and Chair of governors

Who is responsible for carrying out this policy?

- The Chair of Governors should ensure that all Trust members and governors are aware of the Social Media policy and procedure and of their responsibilities under it. It is the responsibility of the Chair of Governors supported by the Headteacher to ensure that breaches of the policy are investigated and addressed.
- Members and governors are expected to adhere to the policy and procedure and ensure that they conduct themselves in a manner that will not place children or staff at risk, bring the school into disrepute or damage their own reputation.

What are the principles behind this policy?

- The Quinta Primary's commitment to equality of opportunity will be observed at all times during the operation of this procedure. This will ensure that everyone concerned is treated fairly and without discrimination on the grounds of race, nationality, ethnic or national origins, gender, marital status, disability, age, sexual orientation, trade union membership or activity, political or religious belief and unrelated criminal conviction.
- Members/governors should be encouraged to report any concerns that they have regarding content placed on social media sites to the Headteacher and Chair of Governors.

Social media sites covered

This procedure covers all types of social media sites, which include but are not limited to:

- Social networking sites e.g. Facebook, MySpace, Bebo
- Blogging
- Micro blogging sites e.g. Twitter
- Video clips and podcasts e.g. You Tube
- Discussion forums

Responsibilities of members/governors

- Members/governors are personally responsible for the content they publish on social media sites.
- Members/governors should not accept children as “friends” and information must not be posted that would disclose the identity of children.
- Children, staff or school related knowledge must not be discussed on social media sites.
- Members/governors must not post information on sites, (e.g. photographs and videos), that could bring the school into disrepute.
- Members/governors must not represent their own views/opinions as being those of The Quinta Primary School.
- Potentially defamatory remarks towards the school, the members, staff, governors, children, childrens’ relatives, partner organisations etc. must not be posted on social media sites.
- Members/governors must observe the requirements of the Equality Act and the Human Rights Act and must not use any offensive or discriminatory language on social media sites.
- Members/governors must not divulge any information that is confidential to the Academy/school, Trust or a partner organisation.

Security

- Members/governors should be mindful when placing information on social media sites that it is potentially visible to a large audience and could identify where they are members/governors, thereby increasing the opportunity for false allegations and threats. In addition it may be possible through social media sites for children or staff to be identified, which could have implications for their security.
- Furthermore, by placing comments or information relating to the school, there is scope for causing offence or unintentionally causing embarrassment.
- Therefore the utmost consideration should be given to the information posted on social media sites and members/governors are advised to use appropriate security settings on such sites in order to assist in limiting the concerns above.

Group networks

- Members/governor groups should not be created on social media sites such as Facebook.

Disciplinary action

- Members/governors should be aware that the use of social media sites in a manner contrary to this policy may result in removal from the Governing Board and as a director of the Quinta Trust.
- Any instances of cyber bullying will initially be addressed under the NGA and Company House guidelines.

Policy Review

This policy will be monitored as part of the Academy’s annual internal review and reviewed on a three year cycle.

Personal use of Social Media Sites

I have read, understood and agree to abide by this policy. I understand that members and governors of The Quinta Primary are expected to adhere to the policy and procedure and ensure that they conduct themselves in a manner that will not place children or staff at risk, bring The Quinta Primary into disrepute or damage their own reputation.

Name.....

Signature.....

Date.....