

BUSY BEES AND THE AFTER SCHOOL ACTIVITIES SAFE USE OF SOCIAL MEDIA POLICY

OVERVIEW

Many staff and children use various social media sites to communicate and share information with others. Proper use of social media can help people keep in touch and can be a force for good. Inappropriate use of social media can damage individuals and the reputation of the school, Busy Bees and the after school activities. This policy sets out the standard that must be maintained by children, all members of staff, volunteers, members of the governing body and the wider school community. This policy should be read in conjunction with the SAFE INTERNET USAGE AND E-SAFETY POLICY; ICT and the INTERNET POLICY, ANTI-BULLYING POLICY and MOBILE PHONE and CAMERA POLICY

INTENT

1. To ensure that the content published and shared on social media by children, members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community meets high professional standards and is not harmful or damaging to any other member of the Busy Bees and the after school activities community.
2. To ensure that material and comment published on social media sites does not damage the reputation of the Busy Bees and the after school activities and does not breach the profession standard expected of staff and others.
3. To ensure that children, members of staff, those contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community do not publish things on social media sites that a third party can access and use to damage the reputation of the Busy Bees and the after school activities or the professional reputation of the publisher.
4. To ensure that a proper professional distance is kept between those who work in Busy Bees and the after school activities and children attending the school including children under the age of 18 who have attended the school.
5. To ensure that all members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community understand that things published on the internet could be subjected to subsequent legal action for defamation and libel under the 2013 Defamation Act.
6. To stamp out any 'cyber bullying' of children or staff on social networking sites or from any other internet sites.

IMPLEMENTATION

1. To ensure that children, members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community, uphold public trust in Busy Bees and the after school activities and maintain high standards of ethical and professional behaviour, within and outside school
2. To require and expect that children, members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community, not to publish any material or comment that is harmful or damaging to any other member of the Busy Bees and the after school activities community.
3. To require and expect that children, members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community do not to publish any material or comment which is harmful or damaging to reputation of the school or that breaches the teachers' standards set for professional conduct (National Teachers' Standards 2012).
4. Any cyber bullying of staff or children, in or out of Busy Bees and the after school activities, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.
5. Members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, and members of the governing body must ensure that a proper professional distance is kept between them and children attending Busy Bees and the after school activities including those children under the age of 18 who have attended in the past, by taking appropriate action to block children and past children, and by preventing them from access to their social media websites, unless they are a family member.
6. To require Members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, and members of the governing body to use the proper professional process if they wish to

complain about others or the Busy Bees and the after school activities and not make inappropriate use of social media to comment or complain.

7. Parents will be expected to work in partnership with the Busy Bees and the after school activities by supporting and upholding this policy and by monitoring their children's use of social network sites and of the internet in general.
8. If a child, member of staff, volunteer or members of the governing body is subjected to inappropriate contact or comment on social media s/he must report the incident to the headteacher who will offer guidance and support to ensure that the issue is dealt with professionally, efficiently and effectively.
9. Busy Bees and the after school activities will use all reasonable professional means to monitor and enforce this policy.
10. Staff and governors must only make positive comments or statements about the Busy Bees and the after school activities on social media and should not make comments about the Busy Bees and the after school activities to the media. If a member of staff is asked to comment or provide information about the Busy Bees and the after school activities they should take the name and details of the person making the request and then refer them to make contact with the school, through the proper channels, for the information they have requested.
11. The policy to be shared with parents and community groups with an explanation of the expectations to uphold it.

IMPACT

Social media will be used in an appropriate manner by children, and in an appropriate and professional manner by members of staff, others contracted to work in Busy Bees and the after school activities, volunteers, members of the governing body and the wider school community.

Reviewed by A. Parker Oct 24

Approved by Governing Board

Policy to be reviewed Oct 25