Social Networking Policy

Adults will:

- Uphold the law and maintain a good standard of behaviour both inside and outside of school; both online and offline. The content in cyberspace does not elude the law – a posting in the public domain can still constitute a defamatory publication. Employers can take disciplinary action if they prove your conduct has caused detriment.
- Note that they may lose respect in their post and deformation of character by placing things in the public eye that relate to their role or other members of staff.
- In all instances, not disclose anything on social networking sites that are related or could be related back to their work. If it is necessary to disclose information by these means it is advised to do so via private means and not, for example on a 'Facebook' wall.

Propriety and Behaviour

Adults will not:

- Place images and videos of themselves on a public space on the internet such as 'You Tube', or 'Facebook', which could show themselves or other members of council staff in a way which could damage the council's reputation must be avoided and the council will take seriously any action deemed to show a lacking in standards both online and offline.
- Discussing other members of staff or students in a negative fashion in a public space on the internet goes against the 'Code of Conduct' and does not treat people with respect and courtesy.
- All staff have the responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people.
- Members of staff must not become 'friends', 'link' with or 'follow' parents or guardians of children at Epinay School on social networking sites. It will be made clear to parents that this is inappropriate. Such requests must be mentioned to a line-manager.
- Any unauthorised contact between parents and members of staff at Epinay School must be recorded on an incident form.

Communication with Children and Young People

- Communication between children and adults by whatever method should always take place with clear and explicit professional boundaries.

- Staff must not share any personal information with any young people or children. They must not respond to requests or request any personal information from the child/young person, other than that which may be appropriate as part of their professional role.
- Staff will ensure that all communications are transparent and open to scrutiny.

Epinay School Social Media Guidelines

- Epinay School social media will only be used to promote the activities, events and successes of the school.
- No photographs of pupils will be posted or shared on social media sites without consent.
- Only those nominated members of Epinay staff team are permitted to post updates.

Epinay School currently has operational:

A Facebook group page registered as **Epinay School** which is managed by nominated members of staff.

A Twitter page registered as **Epinay School** which is managed by nominated members of staff.

Epinay School also promote activities, events and successes thorough the School's website www.epinay.org, electronic mailing list and via TVs screens within the school.

Some class teachers use Dojo as a two way communication tool to effectively communicate with parents / carers.

Epinay School uses email to communicate with parents / carers on important messages and school events/ information.

Epinay School, at times, uses Parent Hub as an additional method of communication between school and home.

Policy approved by Governors:	Nov 2021
Date of next review by Governors:	Nov 2022