



e Safety Policy

with particular reference on use of Social Networking Websites and Photography by School Employees, HLSA members, Governors and other Stakeholders

General

This policy on e Safety/Social networking websites is in addition to the School's existing guidance on email and internet use. As employees are aware, the internet is provided primarily for School use. The School recognises that many employees use the internet for personal purposes and that many employees participate in social networking on websites such as Facebook, Twitter, MySpace, Bebo and Friendster. In addition, it is recognised that many personnel now use their mobile telephones/Blackberry/i-phones, other smart phone, etc in addition to cameras for taking photographs. The purpose of this policy is to outline the responsibilities of employees, HLSA members, governors and other stakeholders using the internet to access social networking websites and the use of photographs taken at school and at school related events.

Overall Purpose of this Policy

To have a clear policy to ensure the e-safety of children and adults (specifically members of staff, HLSA members, governors and other key stakeholders) related to the School and the School's associated activities and events.

Personal use of the internet

The School does not allow access to social networking websites from its computers at any time. The School has added websites of this type to the list of restricted websites (broadly "adult" websites).

Personal conduct

The School respects an employee's, HLSA members' and governor's and other stakeholders' right to a private life. However, the School must also ensure that confidentiality and its reputation are protected. It therefore requires employees, HLSA members, governors and other stakeholders using social networking websites and photography to:

- ensure that they do not conduct themselves in a way that is detrimental to the School
- take care not to allow their interaction on these websites to damage working relationships between members of staff and pupils, parents, and supporters of the School
- take care if communicating on social networking sites with pupils and ex-pupils who are under the age of 18

In addition, it should be noted that all employees should not communicate with pupils and ex-pupils who are under the age of 18, on social networking sites in any circumstances.

NB Where there is a designated website and/or web pages for the School, the appointed 'gatekeeper' for the site/pages is responsible for ensuring that the guidance contained in this policy is followed.

In addition, there are key responsibilities as highlighted in the National Governors' Association's Code of Practice 2010/11*, specifically the following:

- Governors accept that they have no legal authority to act individually, except when the governing body has given the governor(s) delegated authority to do so, and therefore governor(s) can only speak on behalf of the governing body when they have been specifically authorised to do so.
- Governors have a duty to act fairly and without prejudice and in so far as they have responsibility for staff, will fulfil all that is expected of a good employer.
- Governors will accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- Governors will always be mindful of their responsibility to maintain and develop the ethos and reputation of the School. The actions of governors within the School and the local community will reflect this.
- Governors will express their views openly, courteously and respectfully in all communications with other governors.
- Governors will seek to develop effective working relationships with the head teacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality – School employees, HLSA members, Governors and other Stakeholders will:

- Observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupil, both inside or outside School. This includes the use of social networking sites and photography.
- Exercise the greatest prudence at all times when discussions on social networking sites regarding school matters arise outside governing body and other School meetings.
- Details of any official School voting in meetings or any governing body votes should not be disclosed – anywhere (including social networking sites).

Monitoring of internet access at work

The School reserves the right to monitor employees' internet usage, but will endeavour to inform an affected employee when this is to happen and the reasons for it. The School considers that valid reasons for checking an employee's internet usage include suspicions that the employee has:

- been spending an excessive amount of time viewing websites that are not work-related; or
- acted in a way that damages the reputation of the Company and/or breaches commercial confidentiality
- the suspicion that employed staff members have been communicating with pupils and ex-pupils (under the age of 18) on social networking sites.

The School reserves the right to retain information that it has gathered on employees' use of the internet for a period of one year.

Use of Photography (please also refer to the separate Policy for Photographing Children at School)

The School has a clear policy for the photography of children at School. The majority of occasions when people take photographs by any electronic means of children, young people and adults associated with the School are valid and do not provide any cause for concern. Unfortunately there are occasions when this is not the case and it is required that anyone wishing to take photographs by any electronic means should ensure they have the appropriate permission to take photographs on School premises, at School events and activities internally and externally.

All Employees, Governors and HLSA members and other Stakeholders are respectfully expected to:

- Not to post any digital photographs on any internet or social networking site without the prior permission of the person or persons in the photograph(s). If children are photographed with the permission of the appropriate person, then permission to post on any internet site including social networking sites will need to be required by the appropriate parent or carer.

The use of photography for private means is acceptable. Please note that this private use excludes social networking sites.

Disciplinary action

If the School monitors employees' internet use to ensure that it is in accordance with this policy, access to the web may be withdrawn in any case of misuse of this facility. If appropriate, disciplinary action may also be taken in line with the School's disciplinary policy. For members of the HLSA and Governors, it will be considered in appropriate behaviour and individuals will be requested to explain their actions by and with the Chair of Governors or a group of governors to investigate the matter.

Security and identity theft

Employees, Governors, HLSA members and other associated Stakeholders should be aware that social networking websites are a public forum, particularly if the employee is part of a "network". Employees, Governors, HLSA members and other Stakeholders should not assume that their entries on any website will remain private.

All personnel associated with the School should never send abusive or defamatory messages.

Employees, Governors, HLSA members and other Stakeholders must also be security conscious and should take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, etc, which can form the basis of security questions and passwords. In addition, employees, governors, HLSA members and other associated Stakeholders should:

- ensure that no information is made available that could provide a person with unauthorised access to the School and/or any confidential information; and
- refrain from recording any confidential information regarding the School on any social networking website.

Use of mobile phones on site and at school events

All Employees, Governors, HLSA members and other key stakeholders should ensure that they have the appropriate permission to use mobile telephones and associated devices e.g. Blackberry, i-phone, other smart phones, tablets, etc) on School premises, at School events and activities internally and externally.

All visitors (unless they are on specific call-out duties), employees and governors are respectfully expected:

- To turn their mobile devices off or keep them on silent for the duration of their visit to the School and/or to School events and activities
- Not to use mobile telephones and associated devices for the taking of photographs without the appropriate permission to take photographs on School premises, at School events and activities internally and externally
- Not to post any digital photographs on any internet or social networking site without the prior permission of the person or persons in the photograph(s). If children are photographed with the permission of the appropriate person, then permission to post on any internet site including social networking sites will need to be required by the appropriate parent or carer.

See also:

*National Governors' Association's Code of Practice for School Governors 2010/11
Policy for Photographing Children at School
Guidance on Social Networking (NB this is specifically for employees of the School; however it would be helpful for Governors to know and understand the guidance contained in this document)
Guidance on e mail and internet use

This policy was reviewed in February 2013 and approved by the School Governors at a meeting on 20th March 2013.

It is due to be reviewed January 2016.